

# NOAA Personal Property Process Guide



# NOAA Personal Property Process Guide

The processes described in this document are derived from the policies and procedures prescribed in NOAA's Personal Property Handbook which is available on the web at

[http://www.pps.noaa.gov/New\\_menu/ppmanualmain.htm](http://www.pps.noaa.gov/New_menu/ppmanualmain.htm)

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## Personal Property Account Managers

## **PROPERTY ACCOUNT MANAGERS**

Staff members authorized to review, enter, modify and delete property records. These employees provide advice and assistance to Property Custodians and Property Contacts in their service areas.

### **Headquarters**

**Steven J. Bernstein**  
NOAA Research  
NOAA Satellites and Information  
(ED – 40-04)  
Yearly 200K Inventories  
Yearly GFE / CAP Tracking  
301 713-3530, ext. 170

**Holly E. Turri**  
NOAA National Weather Service  
(WX – 20-70, WC – 20-03, and WE – 20-05)  
NOAA Satellites and Information  
(EA – 40-01, EB – 40-02, EC – 40-03, EG – 40-07, EK – 40-09, and EL – 40-10)  
Reports  
301 713-3530, ext. 178

**Melissa A. Nelson**  
NOAA Ocean Service  
301 713-9488, ext. 178

**Barbara Carson**  
NOAA Ocean Service  
301 713-9489, ext. 208

**Ryland E. Pine**  
(Brancore Technologies Contractor)  
Annual Inventories  
301 713-2284, ext. 187

**Doreen A. Kaduri-Porter**  
(Brancore Technologies Contractor)  
NOAA National Weather Service  
(WA – 20-01, WB – 20-02, and WG – 20-06)  
Excess Property  
301 713-0262, ext. 171

**Jennifer Foster**  
(Brancore Technologies Contractor)  
CAO, CFO, CIO, AGO, WFM, NMAO, USAO  
301 713-2284, ext. 164

**Dominic Blakey**  
(Brancore Technologies Contractor)  
NOAA Fisheries  
301 713-2285, ext. 188

### **Norfolk Regional Office**

**Robin M. MacMillan**  
757 441-6466

### **Kansas City Regional Office**

**Gilly A. Elsea**  
NOAA Regional Property Manager  
816 426-7806

### **National Logistics and Support Center**

**Renita Y. Strong**  
816 926-7993

**Tracye L. Roper**  
816 823-1003

### **Boulder Regional Office**

**Rudy Nunez**  
NOAA Regional Property Manager  
303 497-3629

**Sheila K. Hensley**  
303 497-5647

### **Seattle Regional Office**

**Elizabeth Valenzona**  
206 526-6393

**Kim Hutchinson**  
206 526-6383

Financial Managers / Agreement Managers

Sunflower Cataloging



## **FINANCIAL MANAGERS / AGREEMENT MANAGERS**

Staff members authorized to review, enter, modify and delete capitalized property records These same members are also authorized to enter leased property.

### **Headquarters**

**Brian G. Mason**  
CFO Audit Lead  
Headquarters Regional Property  
Managers  
Property Systems  
301 713-3530 x165 and  
301 427-1009 x135

### **Norfolk Regional Office**

**Anita Holley**  
NOAA Regional Property Manager  
757 441-6468

### **Kansas City Regional Office**

**Gilly A. Elsea**  
NOAA Regional Property Manager  
816 426-7806

### **Boulder Regional Office**

**Rudy Nunez**  
NOAA Regional Property Manager  
303 497-3629

### **Seattle Regional Office**

**Elizabeth Valenzona**  
206 526-6393

## **SUNFLOWER CATALOGING**

The Sunflower catalog provides for and dictates standard descriptions of property in the Sunflower database. This catalog is maintained centrally to ensure consistency and accuracy of the descriptions.

### **Headquarters**

**Raymond Akondo**  
(Brancore Technologies Contractor)  
301 713-2884, ext. 153



System Administrators



## **SYSTEM ADMINISTRATORS**

Staff members authorized to maintain and update data reference tables in the Sunflower database.

### **Headquarters**

**Brian G. Mason**  
CFO Audit Lead  
Headquarters Regional Property  
Managers  
Property Systems  
301 713-3530, ext. 165 and  
301 427-1009, ext. 135

**Larry M. Oates**  
Annual Inventories  
Property Board of Review  
Computers for Learning Program  
301 713-3530, ext. 173

### **Norfolk Regional Office**

**Anita Holley**  
NOAA Regional Property Manager  
757 441-6468

### **Kansas City Regional Office**

**Gilly A. Elsea**  
NOAA Regional Property Manager  
816 426-7806

### **Boulder Regional Office**

**Rudy Nunez**  
NOAA Regional Property Manager  
303 497-3629

### **Seattle Regional Office**

**Elizabeth Valenzona**  
206 526-6393

## Acquiring Personal Property - Initial Steps

i

Steps in the process

i

i

i

i

## **Acquiring Personal Property Initial Steps**

The following chart shows the steps normally taken when a decision is made to acquire a new item of personal property.

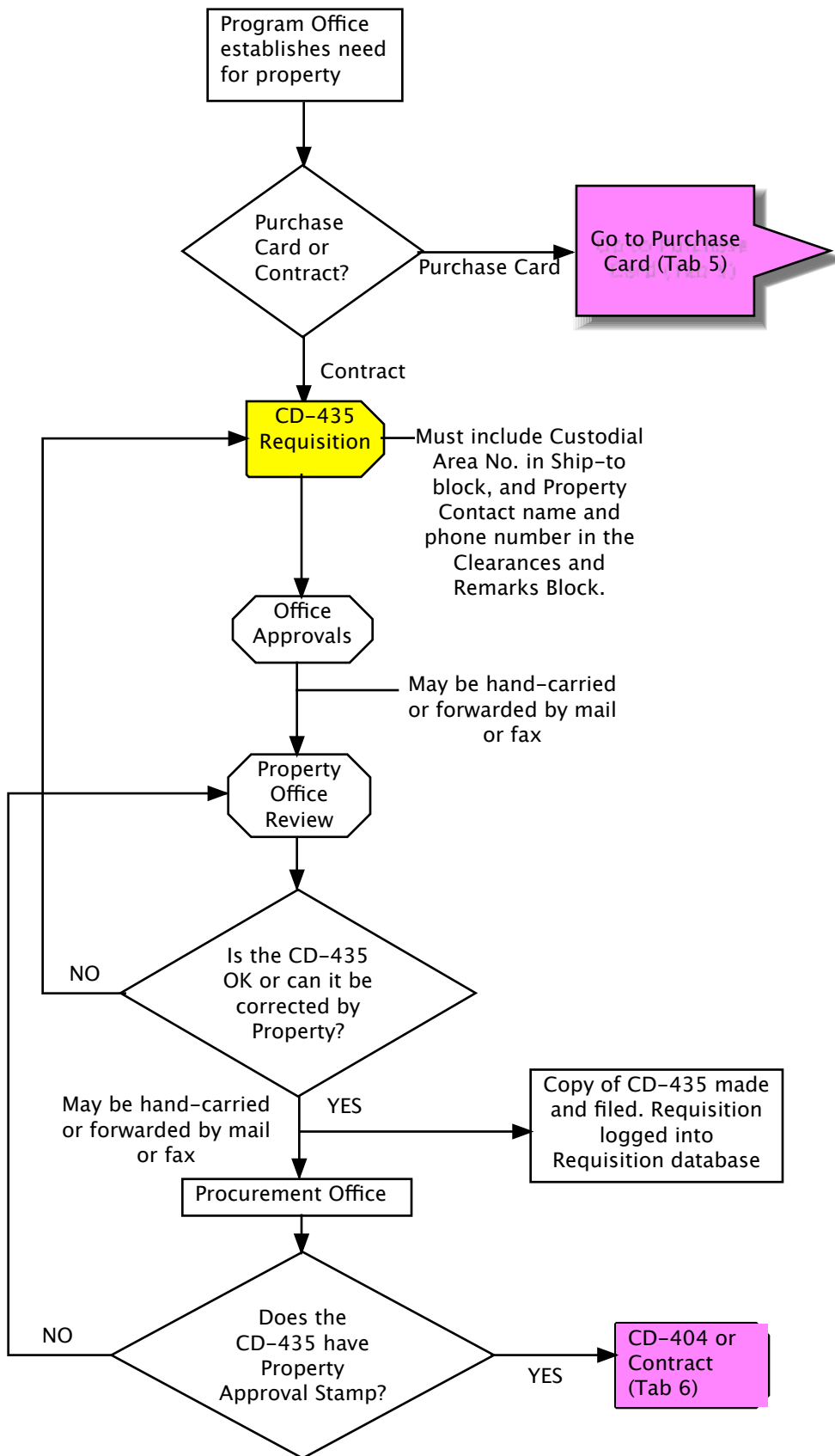
Yellow elements on the chart indicate that a sample document follows.

Pink elements indicate that the process flow is continued on a subsequent chart.

- › The program office establishes the need to acquire a new item of property
- › Depending on the cost of the property, the program office then decides whether to acquire it using a purchase card or a contract or purchase order.
- › If using a purchase order or contract, a CD-435 form (requisition) must be prepared. In accordance with NAO 208-108, the Custodial Area must be entered in the Ship-to block on the requisition and the Property Contact's name and phone number must be entered in the Clearances and Remarks block.
- › After getting all of the clearances within the requisitioning office, the CD-435 is routed to the Property office. It may be hand-carried, faxed or sent by mail.
- › The Property office reviews the requisition.
  - ◆ If excess property is available that will meet the need of the requesting office, they are notified of this fact.
  - ◆ If an incorrect object class code is used, it is corrected if possible.
  - ◆ If necessary, the requisition is sent back to the requesting office. Otherwise, the requisition is forwarded to the Acquisition and Grants Office (AGO). It may be hand-carried, faxed or sent by mail.
  - ◆ A copy is made and filed in the Property office after being logged into the requisition database.
- › When the AGO receives a CD-435, they check to make sure that it has been reviewed by the Property office.
  - ◆ If it has not, it is forwarded to the Property office for review.
  - ◆ If it has, it is processed and a purchase order or contract is created to acquire the property.

## Flow Chart

## Acquiring Personal Property – Initial Steps





## Example CD-435 – Procurement Request

See Instructions - Reverse

Page of Pages

U.S. DEPARTMENT OF COMMERCE PROCUREMENT REQUEST Requisitioner fills in only unshaded blocks	INVOICE ADDRESS	REQUISITION NUMBER:
	U.S. Dept. of Commerce NOAA / NESDIS / OSO 5200 Auth Road FB4 Room 0135 Attention: Walt Schleicher Sultland, Maryland 20746	NE-EK3000-6-00066 READY REQUISITION DATE:

RECEIVING OFFICE NO.	REFERENCE CONTRACT NUMBER	ORDER DATE	SOURCE	PURCHASE DELIVERY ORDER NUMBER	SUB.	8F-281
		12/08/05				
CHECK ONE PURCHASE ORDER	TO: (Seller)			SHIP TO: (Use Bldg/Room No. - see Reverse for Format)		
DELIVERY ORDER	CXtec 5404 South Bay Road (P.O. Box 4799) Syracuse, NY 13221-4799 Phone: 1-800-767-3282 FAX: 315-455-1800 Attn: Kate Kalln Phone #: 1-888-274-6729 X 2185			NOAA / NESDIS / OSO 4401 Sultland Road FB4 Room 0135 Attention: Walt Schleicher Sultland, Maryland 20746		
IMPREST FUND						
CONTRACT	1099 TAX			REQUISITIONER CONTACT PERSON:		TELEPHONE NO.
OTHER	EMPLOYER IDENTIFICATION NUMBER (EIN)			Walt Schleicher		301-817-4138

LINE ITEM	DESCRIPTION (Double Space Between Items)	QUANTITY	UNIT ISSUE	UNIT PRICE (If Known)	ESTIMATED AMOUNT
1	CISCO2811-HSEC/K9 CISCO 2811 Security Bundle	32		2,480.00	79,360.00
					0.00
2	CON-SNT-PKG6 CISCO SMARTNET MAINTENANCE 1 YEAR	32		440.00	14,080.00
					0.00
3	MEM-S2-512MB CISCO CATALYST SUPERVISOR II MEMORY	2		1,700.00	3,400.00
					0.00
4	FREIGHT - NO CHARGE			0.00	0.00
					0.00
5	TAX - 100% EXEMPT			0.00	0.00
					0.00
					0.00
					0.00

F.O.B. POINT	DISCOUNT TERMS	PROMPT PAYMENT	Sub-Total (This Page)	98,840.00
REQUEST DELIVERY BY: January 6, 2005	DELIVERY DATE:	SHIP VIA	ESTIMATED FREIGHT	TOTAL 98,840.00

I certify that funds are available and that the above items are necessary for use in the public service.		BUR.	FUND	FCFY	PROJECT-TASK	ORGANIZATION	OBJECT CLASS	DISTRIBUTION	AMOUNT
TITLE OF REQUEST AUTHORIZING OFFICIAL	TELEPHONE	14	36	06	D2NS1GG P60	40-09-0003- 00-00-00-00	31-23 <del>2523</del>		82,760 <sup>00</sup>
SIGNATURE	DATE								14,080 <sup>00</sup>
TITLE OF REQUESTER	TELEPHONE								
SIGNATURE	DATE								
Telecommunications Spec.									
Walt Schleicher									
12-08-2005									
APPROVED									23 2005

CLEARANCES AND REMARKS

OSO CISCO Router IT Refresh - 1,000

AAP #060001858

HQ Personal Property Office



Purchase Card

i

Steps in the process

i

i

i

i

## **Acquiring Personal Property Using a Purchase Card**

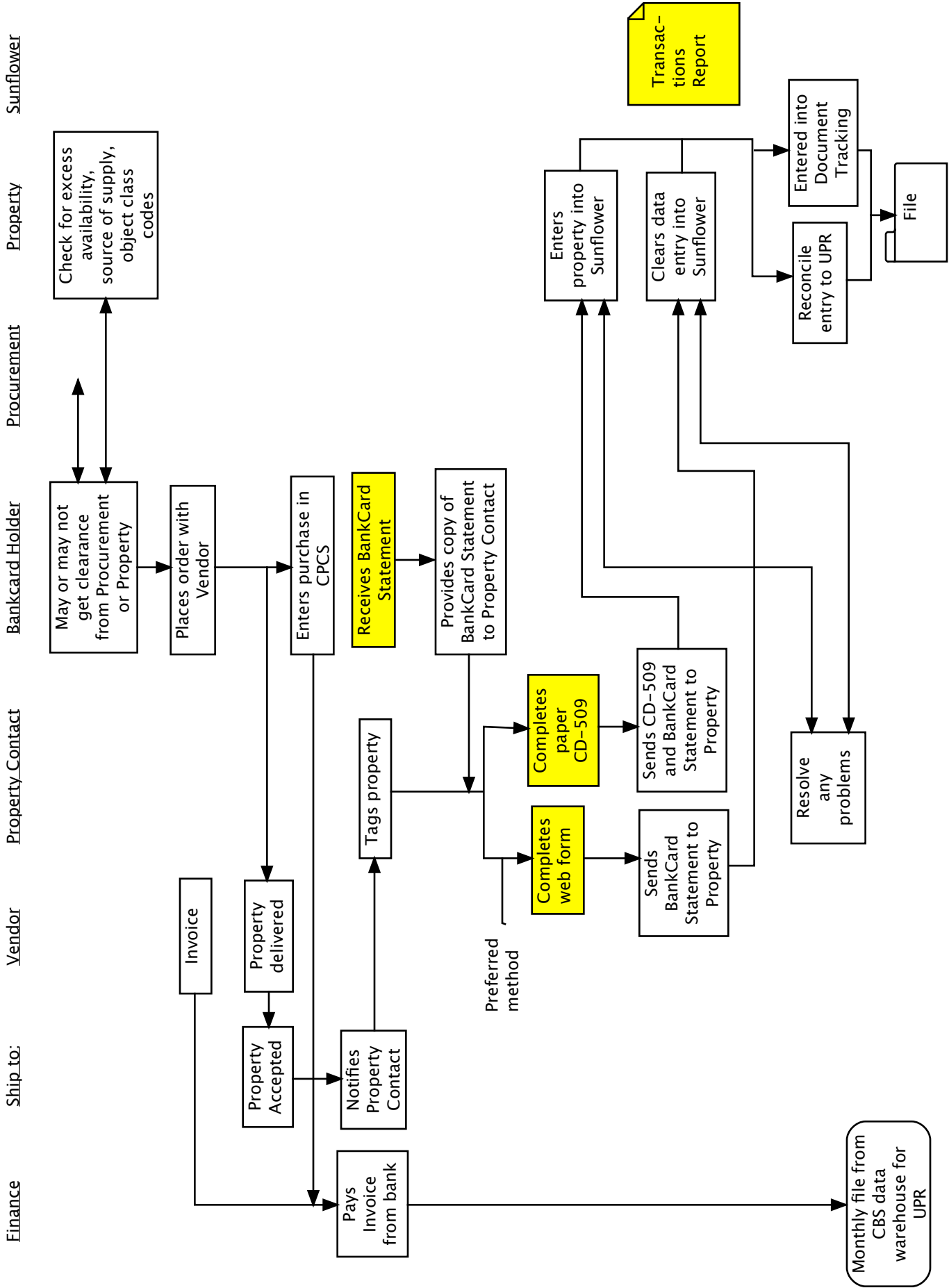
The following chart shows the steps normally taken when acquiring a new item of personal property using a purchase card.

Yellow elements on the chart indicate that a sample document follows.

- › As a first step, the bank card holder may or may not get clearance from the AGO or property before proceeding with the acquisition.
- › After the bank card holder places the order with the vendor, they then record the purchase in the Commerce Business System (CBS) Purchase Card System (CPCS).
- › The vendor delivers the property to the Ship-to address and processes their invoice through the bank.
- › The NOAA Finance office pays the invoice from the bank and the record is recorded in the CPCS
- › The Property office captures all payments against object class code 31 and posts these payments to the Unreconciled Payments Report (UPR).
- › When the Ship-to addressee receives the property from the vendor, the Property Contact is notified so they can place a Department of Commerce bar code tag on the property.
- › When the bank card holder receives their bank card statement, they provide a copy to the Property Contact so they have the information needed to complete the property record.
- › Once the Property Contact has tagged the property and has all the information needed, they either complete the CD-50 Web form or the CD-509 paper form to request the creation of a new record in the property system. The CD-50 Web form was mandated over the paper form as of April 2005.
- › If the web form is completed, a screen shot of the web page is sent to the Personal Property Account Manager (PPAM) along with a copy of the bank card statement.
  - ◆ If there are no problems to resolve, the PPAM clears the data entry and processes it into Sunflower.
- › If the paper form is completed, it is sent along with the bank card statement to the PPAM so the PPAM can enter the property into Sunflower.
- › The PPAM enters the transaction into the Workflow Information Tracking System (WITS).
- › The PPAM ensures that the record is reconciled to the UPR.
- › The PPAM files all documentation.
- › A Transaction Report can be run at any time by any interested party out of Sunflower to track the activity in the personal property system.

## Flow Chart

# Purchase Card



## Example DoC Purchase Card Statement



BC704



# Department of Commerce

## Purchase Card Statement for:

HARROD, LLOYD WILSON



Account Number	Grand/Card Total	Purchase Begin Date	Period Ending	Date Prepared	Page 1 of 2		
7841	\$83,604.39 \$83,604.39	01-JUN-2005	30-JUN-2005	25-JUL-2005			
Vendor	Amount	Date Purchased	Date Received	Recon Status	Date Posted	Org/Proj/Object Class	Trans.No
RESEARCH SYSTEMS INC	\$5,353.50	09-JUN-2005	10-JUN-2005	R ✓	05-JUL-2005	10-11-0003-01-00-00-00/C8K6BCC-P00/25-22-00-00	200864-4-1
Note: SOFTWARE MAINTENANCE AND TECH SUPPORT (JASON)							
STAPLES NATIONAL #471	\$175.56	09-JUN-2005	09-JUN-2005	R ✓	05-JUL-2005	10-11-0003-02-00-00-00/C8K6BCC-P00/26-18-00-00	200864-6-1
Note: (12) BOXES WATERPROOF LASER SHEETS (HELEN)							
AIRBORNE 1 CORPORATIO	\$13,660.00	10-JUN-2005	10-JUN-2005	R ✓	05-JUL-2005	10-01-0000-00-00-00-00/19WGK02-P00/26-18-00-00	200864-5-1
Note: TERRASCAN AND TERRA MATCH SOFTWARE (JASON)							
LULAC NAT'L CONVENTION	\$375.00	13-JUN-2005	27-JUN-2005	R ✓	05-JUL-2005	10-11-0003-00-00-00-00/C8K6C70-P00/25-26-00-00	200864-3-1
Note: LULAC NATIONAL CONVENTION REGISTRATION (SONITA TIWARI)							
APPLANIX	\$22,150.00	14-JUN-2005	16-JUN-2005	R ✓	05-JUL-2005	10-11-0003-01-00-00-00/C8K6BCC-P00/25-22-00-00	200864-2-1
Note: APPLANIX POS AV EXTENDED WARRANTY/SUPPORT (JASON)							
DIGITAL GLOBE SERVICES	\$7,262.40	15-JUN-2005	16-MAY-2005	R ✓	05-JUL-2005	10-11-0003-02-00-00-00/C8K6BMP-P00/26-19-00-00	200864-1-1
Note: CSCAP IMAGERY(BATON ROUGE 1)							
LEICA GEOSYSTEMS GIS AN	\$15,388.93	16-JUN-2005	16-JUN-2005	R ✓	05-JUL-2005	10-11-0003-01-00-00-00/C8K6BCC-P00/25-22-00-00	200864-10-1
Note: SOFTWARE MAINTENANCE 10-01-2005 TO 09-30-2006							
E.E.O.C.	\$910.00	23-JUN-2005	24-JUN-2005	R ✓	05-JUL-2005	10-11-0003-02-00-00-00/C8K6C70-P00/25-26-00-00	200864-9-1
Note: EEO TRAINING (ED ALLEN)							
ESRI INC	\$1,170.00	24-JUN-2005	28-JUN-2005	R ✓	05-JUL-2005	10-11-0003-02-00-00-00/C8K6C70-P00/25-26-00-00	200864-11-1
Note: ESRI TRAINING (MIKE EDWARDS)							
LEICA GEOSYSTEMS GIS AN	\$2.00	28-JUN-2005	28-JUN-2005	R ✓	05-JUL-2005	10-11-0003-01-00-00-00/C8K6BCC-P00/25-22-00-00	200864-8-1
Note: PROTECTIVE COVER (BILL HAWKIN)							
APPLANIX	\$17,157.00	29-JUN-2005	29-JUN-2005	R ✓	05-JUL-2005	10-11-0003-01-00-00-00/C8K6BCC-P00/31-20-00-00	200864-7-1

For Official Use Only

BC704



# Department of Commerce

## Purchase Card Statement for:

HARROD, LLOYD WILSON



Account Number	Grand/Card Total	Purchase Begin Date	Period Ending	Date Prepared	Page 2 of 2
7841	\$83,604.39	01-JUN-2005	30-JUN-2005	25-JUL-2005	
	\$83,604.39				

Vendor Amount Date Purchased Date Received Recon Status Date Posted Org/Proj/Object Class Trans.No

Note: DSS AZIMUTH MOUNT

Example CD-50 – Create New Asset web form



Brian Mason

Create New Asset

Custodial Area				
Property Contact Identifier	Name			
User Identifier	Name			
Property Accountability Office				
Region	NOAA-HQS			
Manufacturer				
Model				
Description (Required) (e.g. Computer Peripheral)				
Activity Type				:
Acquisition Date				
Initial Event				:
Value				

Fiscal Year		Project	
Fund Code		Program	
Organization		User Code	
Object Class Code		Task	
Bureau		Adjust depreciation from	

Document Type			:
Storage Type	: Document #		
Document Custodial Area			

Interest Type	Barcode #	Serial Number	Site
INVENTORY ASSET :			:
	BUILDING :		TRACK NUM :
INVENTORY ASSET :			:
	BUILDING :		TRACK NUM :
INVENTORY ASSET :			:
	BUILDING :		TRACK NUM :
INVENTORY ASSET :			:
	BUILDING :		TRACK NUM :
INVENTORY ASSET :			:
	BUILDING :		TRACK NUM :
INVENTORY ASSET :			:
	BUILDING :		TRACK NUM :
INVENTORY ASSET :			:
	BUILDING :		TRACK NUM :
INVENTORY ASSET :			:
	BUILDING :		TRACK NUM :
INVENTORY ASSET :			:
	BUILDING :		TRACK NUM :

Save      Reset

**v**

Example CD-509 – Property Transaction  
Request

**v**

**v**

**v**

**v**

Custodian Code

54201N210

Transaction Request Number

DT 8/25/05

## 1. Addition

Type:

☒ New Acquisition☐ Inventory Adjustment☐ Other

Describe

Description Number

132636

Description

Enterprise Storage Server

Manufacturer

IBM

Model Number

ESS-800

Serial Number

75-29850

NFC ID Number

CD0001403686

Type of Property

ADP

Useful Life

Building Number

213

Room Number

known)

Street Address 19844 Blue Ridge Mountain Road

City

Bluemont

County

State

Va

Zip

20135

Document Type (Check One)

40 Purchase  
Order

50 Contract

14 Bank  
Card22 GSA  
Fedstrip43 Leases  
Rentals

Other

(Form #)

Document #

DG133W05NC1336

Line Item #

01

Acquisition Cost

90,000.00

Acquisition Date

12-22-4

Receipt Date

1-7-5

Org. Code / Project Number

Object Class

3123

Org. Code (NFC)

WA2100

FSC

Possession Code

Multiple Adds (Use this section to record multiple "adds" of the same item procured on the same document.)

NFC ID

Serial No.

Custodian Code

Bldg. No.

Room No.

Project No.

Remarks

Signature of Custodian (Print Name)

ALAN L. LACKER

Date

2/3/05

Telephone

(301) 713 - 0864

See reverse for Change, Transfer or Delete Actions

Form CD-509 LF (2-91)

Example Transaction Details for Custodian  
Report

Transaction Details For Custodian

From Date : 10/01/2005  
Printed On: 01/10/2006

To Date: 12/31/2005  
Page: 15 of 15

Custodian Name: HARRIS HEIDI      Phone: 3014575195      Steward Org: 54016N342  
Building/Room: FB4 0313      Site: SUITLAND, MD

TRANSFER									
.....									
Trans Date: 27-DEC-05	Manufacturer: DELL INC.	ModelName No: OPTIPLEX -156438~	Asset User: EXCESS	Acq. Cost: \$2251.75					
Trans By: LARRY.LINKOFF	Description: MICROCOMPUTER, DESKTOP, TOWER, MINI-TOWER		Activity St: 54016N342 - 12/07/05	Location: BRANDYWINE, MD WAREHOUSE FLOOR					
Bar Code: CD0001067915			Doc Number: CD-50	Event Typ: STEWARD					
Serial #: HBQKN01	Fsc: 7042		Doc Type: MANAGER	Change 1: OWNER					
Change 2: CUSTODIAN	Change 3: LOCATION			Change 5:					
Cust Out: HARRIS HEIDI	Cust In: PICKERIGN DEBRA								
.....									
Trans Date: 27-DEC-05	Manufacturer: DELL INC.	ModelName No: OPTIPLEX -156438~	Asset User: EXCESS	Acq. Cost: \$2251.75					
Trans By: LARRY.LINKOFF	Description: MICROCOMPUTER, DESKTOP, TOWER, MINI-TOWER		Activity St: 54016N342 - 12/07/05	Location: BRANDYWINE, MD WAREHOUSE FLOOR					
Bar Code: CD0001067918			Doc Number: CD-50	Event Typ: STEWARD					
Serial #: DBQKN01	Fsc: 7042		Doc Type: MANAGER	Change 1: OWNER					
Change 2: CUSTODIAN	Change 3: LOCATION			Change 5:					
Cust Out: HARRIS HEIDI	Cust In: PICKERIGN DEBRA								
.....									
Trans Date: 27-DEC-05	Manufacturer: DELL INC.	ModelName No: OPTIPLEX -GX400	Asset User: EXCESS	Acq. Cost: \$2244.00					
Trans By: LARRY.LINKOFF	Description: MICROCOMPUTER, DESKTOP, TOWER, MINI-TOWER		Activity St: 54016N342 - 12/07/05	Location: BRANDYWINE, MD WAREHOUSE FLOOR					
Bar Code: CD0001341446			Doc Number: CD-50	Event Typ: STEWARD					
Serial #: GMYIT01	Fsc: 7042		Doc Type: MANAGER	Change 1: OWNER					
Change 2: CUSTODIAN	Change 3: LOCATION			Change 5:					
Cust Out: HARRIS HEIDI	Cust In: PICKERIGN DEBRA								
.....									
Trans Date: 27-DEC-05	Manufacturer: DELL INC.	ModelName No: OPTIPLEX -GX400	Asset User: EXCESS	Acq. Cost: \$2244.00					
Trans By: LARRY.LINKOFF	Description: MICROCOMPUTER, DESKTOP, TOWER, MINI-TOWER		Activity St: 54016N342 - 12/07/05	Location: BRANDYWINE, MD WAREHOUSE FLOOR					
Bar Code: CD0001341448			Doc Number: CD-50	Event Typ: STEWARD					
Serial #: SWYIT01	Fsc: 7042		Doc Type: MANAGER	Change 1: OWNER					
Change 2: CUSTODIAN	Change 3: LOCATION			Change 5:					
Cust Out: HARRIS HEIDI	Cust In: PICKERIGN DEBRA								
.....									
Trans Date: 27-DEC-05	Manufacturer: ABM	ModelName No: 486DX 33MHZ -316259~	Asset User: EXCESS	Acq. Cost: \$1459.00					
Trans By: LARRY.LINKOFF	Description: MICROCOMPUTER, DESKTOP, TOWER, MINI-TOWER		Activity St: 54016N342 - 12/07/05	Location: BRANDYWINE, MD WAREHOUSE FLOOR					
Bar Code: CD0000480255			Doc Number: CD-50	Event Typ: STEWARD					
Serial #: 9214289	Fsc: 7042		Doc Type: MANAGER	Change 1: OWNER					
Change 2: CUSTODIAN	Change 3: LOCATION			Change 5:					
Cust Out: HARRIS HEIDI	Cust In: PICKERIGN DEBRA								
				Total Additions:	45				
				Total Retire:	0				
				Total Changes:	32				
				Total Transfers:	41				
				Total Transasactions:	118				





## Purchase Order



i

Steps in the process

i

i

i

i

## **Acquiring Personal Property Using a Purchase Order or Contract**

The following chart shows the steps normally taken when acquiring a new item of personal property using a purchase order or contract.

Yellow elements on the chart indicate that a sample document follows.

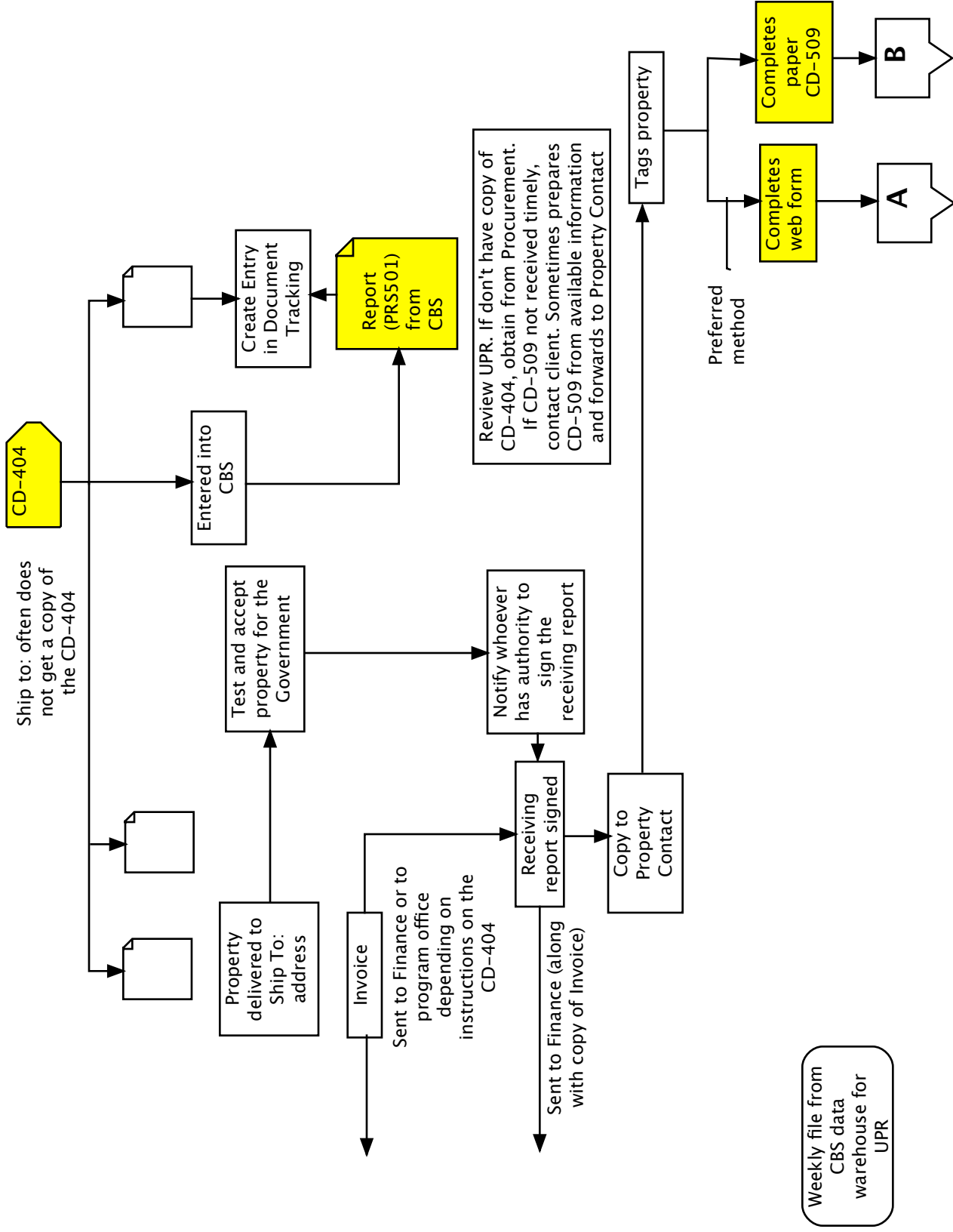
- › The Acquisition and Grants Office (AGO) prepares the CD-404 or OF-347 Purchase Order or Contract.
  - ◆ Provides copies to the Vendor, the Requisitioner, and the Property office.
  - ◆ Records the order in CBS.
- › The Property office creates an entry in the document tracking system to begin tracking the procurement.
- › The Property office also generates a report out of the CBS data warehouse of all obligations using object class codes 23, 252, 26 and 31 to ensure that all accountable property is accounted for.
- › The Vendor delivers the property to the Ship-to address and invoices NOAA for the delivery.
- › The Ship-to addressee tests and accepts the property for the Government.
- › The Ship-to addressee then notifies the person who has authority to sign the receiving and acceptance report.
- › Once the receiving and acceptance report is signed, it is sent to the Finance where it is matched to the invoice from the vendor and the invoice is paid.
- › A copy of the receiving and acceptance report is sent to the Property Contact.
- › The Property Contact places a Department of Commerce bar code tag on the property.
- › Once the Property Contact has tagged the property and has all the information needed, they either complete the CD-50 Web form or the CD-509 paper form to request the creation of a new record in the property system. The CD-50 Web form was mandated over the paper form as of April 2005.
- › If the web form is completed, a screen shot of the web page is sent to the Personal Property Account Manager (PPAM) along with a copy of the receiving report and/or invoice.
  - ◆ If there are no problems to resolve, the PPAM clears the data entry and processes it into Sunflower.
- › If the paper form is completed, it is sent along with the receiving report and/or invoice to the PPAM so the PPAM can enter the property into Sunflower.
- › The PPAM enters the transaction into the Workflow Information Tracking System (WITS) and closes the entry in the document tracking system.

- › The PPAM ensures that the record is reconciled to the UPR.
- › The PPAM files all documentation.
- › A Transaction Report can be run at any time by any interested party out of Sunflower to track the activity in the personal property system.

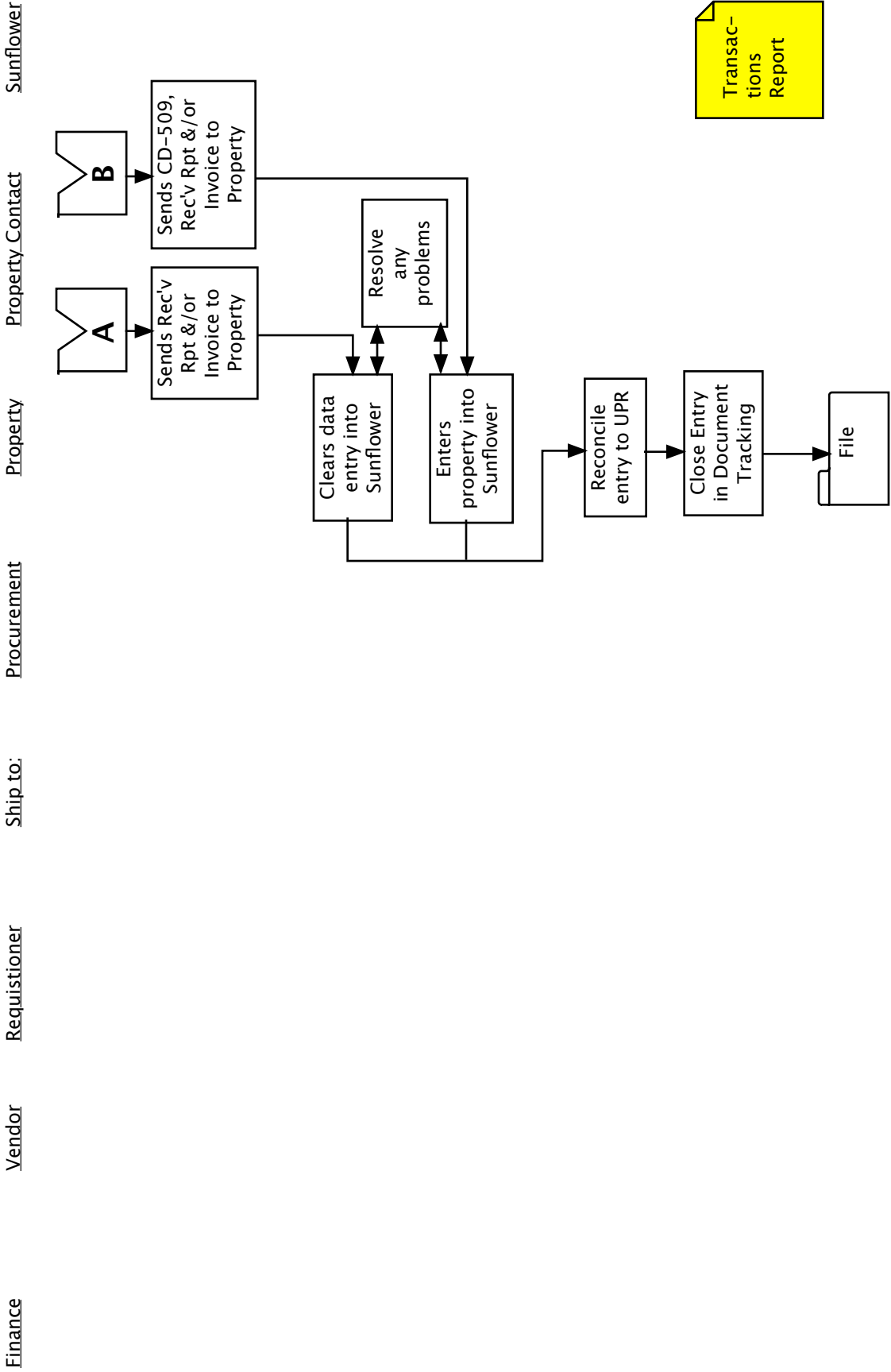
## Flow Chart

# Purchase Order (CD-404)

Finance      Vendor      Requisitioner      Ship to:      Procurement      Property      Property Contact      Sunflower



**Purchase Order (CD-404)**  
**(continued)**



Example OF-347 – Order for Supplies or  
Services (CD-404)



## ORDER FOR SUPPLIES OR SERVICES

PAGE

OF PAGES

1

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER Dec 2004		2. CONTRACT NO. (if any) GS35FF4902H		6. SHIP TO:	
3. ORDER NO. DG133W05NC1336		4. REQUISITION/REFERENCE NO. NWWA2100-5-00053		a. NAME OF CONSIGNEE	
5. ISSUING OFFICE Address correspondence to: AJF30012 NWS ACQUISITION MGMT DIVISION /OFA63 1305 EAST-WEST HWY., SSMC-4 RM 7604  SILVER SPRING, MD 20910 Paula J. Frickey 301-713-0828 x196				b. STREET ADDRESS	
7. TO: 00001288 TIN: 770404935				c. CITY	
				d. STATE	
				e. ZIP CODE	
a. Name of Contractor JESKELL, INC. DUNS: 786823575				f. SHIP VIA Best Method	
b. Company Name				8. TYPE OF ORDER	
c. Street Address 155-A MOFFETT PARK DRIVE, SUITE 104				a. PURCHASE	
d. City SUNNYVALE e. State CA f. Zip 940891323				X b. DELIVERY	
9. ACCOUNTING AND APPROPRIATION BOC: OBLIGATED AMT: \$90,000.00 1405C2MS4TGPHR32040301005200100020100000031230000				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
				10. REQUISITIONING OFFICE Paul Noonan	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))

☒ a. SMALL☐ b. OTHER THAN SMALL☒ c. DISADVANTAGED☐ d. WOMEN-OWNED

12. F.O.B. POINT

DESTINATION

14. GOVERNMENT B/L NO.

15. DELIVER TO  
F.O.B. POINT  
ON OR BEFORE

31 Jan 2005

16. DISCOUNT  
TERMS

00.00% 30 Days

Net 0

a. INSPECTION

13. PLACE OF

b. ACCEPTANCE

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QTY ACCEP. (g)
0001	In accordance with Jeskell, Inc. Quote #M4094 dated 12/15/04, the Contractor shall provide one NWSTG Backup Enterprise Storage System as detailed in Line Item 0001 as follows:  Total Storage Enterprise Storage Server, Part # 2105-800, to include the hardware as detailed on Jeskell, Inc. Quote #M4094 dated 12/15/04.	1	LT	90,000.00	90,000.00	

18. SHIPPING POINT

19. GROSS SHIPPING WEIGHT

20. INVOICE NO.

21. MAIL INVOICE TO:

a. NAME

OFF OF THE CHIEF INFORMATION OFFR/W/CIO

b. STREET ADDRESS (or P.O. Box)

1325 EAST-WEST HWY., SSMC-2

c. CITY

SILVER SPRING

d. STATE

MD

e. ZIP CODE

20910

US\$

90,000.00

17(h)  
TOTAL  
(Cont  
pages)17(i)  
GRAND  
TOTAL22. UNITED STATES OF  
AMERICA BY (Signature)

23. NAME (Typed)

Daniel F. Kinsella

301-713-3405 x156

(TITLE CONTRACTING/ORDERING OFFICER)

AUTHORIZED FOR LOCAL REPRODUCTION

OPTIONAL FORM 347 (REV. 6/95)

Example PRS501p – Purchase Order Report

RUN : 12/21/005  
REPORT ID: PRS501P

COMMERCE ADMINISTRATIVE MANAGEMENT SYSTEM  
PERSONAL PROPERTY INTERFACE  
PURCHASE ORDER REPORT

PAGE : 1 OF 2  
USER ID: OPS\$BRIMAS01

ORDER NUMBER : -XX-NA-693700 CONTRACT ORDERED AGAINST: NONE  
DELIVERY ORDER: ORDER DATE : 12/16/2005  
SUB : NONE SOURCE :  
NEW ORDER NO : IAGPO-XX-NA-NA06AANAG0049  
SUPPLIER ADDRESS: BILLING ADDRESS:  
MARITIME ADMINISTRATION OFFICE OF FINANCE AND ADMINISTRATION  
OFFICE OF ACCOUNTING ROOM 7325 20020 CENTURY BOULEVARD  
400 7TH STREET GERMANTOWN MD 20874  
S.W. WASHINGTON DC 20590

CONTACT: NONE  
TEL : NONE  
FAX : NONE

ORDERED BY (NAME & TITLE): R BUTLER  
TOTAL: \$5,000.00 ACCTG TECHNCN

L.ITEM	DESCRIPTION	DELIVERY DATE	COM.CODE	QUANTITY	UNIT IS.	UNIT PRICE	AMOUNT
1	Transfer of FY 2006 Funds for the Maritime Administration Cooperative agreement between the Government and private shipping organizations. (Ship Operations Cooperative Program) for membership fee including projects and activities implementation.	12/16/2005	MISC	1EA		5,000.00	5,000.00

Period of Performance: October 1, 2005 - September 30, 2006.

LINE ITEM	MDL	SHIP TO ADDRESS	CUSTODIAN
-----------	-----	-----------------	-----------

1 1 FINANCE OFFICE  
20020 CENTURY BOULEVARD  
CXXI, ROOM 3110  
GERMANTOWN, MD 20874  
Attn:L D RUBIO

LINE ITEM	MDL	QUANTITY	FULL ACCOUNTING CLASSIFICATION	DIST#	AMOUNT
1	1	1	114-08P2ANP-P00-37-06-03-01-000-08-00-0000-05-00-00-25-35-00-00-014738	100	5,000.00

**v**

Example CD-50 – Create New Asset web form

**v**

**v**

**v**

**v**



Brian Mason

Create New Asset

Custodial Area				
Property Contact Identifier	Name			
User Identifier	Name			
Property Accountability Office				
Region	NOAA-HQS			
Manufacturer				
Model				
Description (Required) (e.g. Computer Peripheral)				
Activity Type				:
Acquisition Date				
Initial Event				:
Value				

Fiscal Year		Project	
Fund Code		Program	
Organization		User Code	
Object Class Code		Task	
Bureau		Adjust depreciation from	

Document Type			:
Storage Type	: Document #		
Document Custodial Area			

Interest Type	Barcode #	Serial Number	Site
INVENTORY ASSET :			:
	BUILDING :		TRACK NUM :
INVENTORY ASSET :			:
	BUILDING :		TRACK NUM :
INVENTORY ASSET :			:
	BUILDING :		TRACK NUM :
INVENTORY ASSET :			:
	BUILDING :		TRACK NUM :
INVENTORY ASSET :			:
	BUILDING :		TRACK NUM :
INVENTORY ASSET :			:
	BUILDING :		TRACK NUM :
INVENTORY ASSET :			:
	BUILDING :		TRACK NUM :
INVENTORY ASSET :			:
	BUILDING :		TRACK NUM :
INVENTORY ASSET :			:
	BUILDING :		TRACK NUM :

Save      Reset

Example CD-509 – Property Transaction  
Request

Custodian Code

54201N210

Transaction Request Number

DT 8/25/05

## 1. Addition

Type:

☒ New Acquisition☐ Inventory Adjustment☐ Other

Describe

Description Number

132636

Description

Enterprise Storage Server

Manufacturer

IBM

Model Number

ESS-800

Serial Number

75-29850

NFC ID Number

CD0001403686

Type of Property

ADP

Useful Life

Building Number

213

Room Number

known)

Street Address 19844 Blue Ridge Mountain Road

City

Bluemont

County

State

Va

Zip

20135

Document Type (Check One)

40 Purchase  
Order

50 Contract

14 Bank  
Card22 GSA  
Fedstrip43 Leases  
Rentals

Other

(Form #)

Document #

DG133W05NC1336

Line Item #

01

Acquisition Cost

90,000.00

Acquisition Date

12-22-4

Receipt Date

1-7-5

Org. Code / Project Number

Object Class

3123

Org. Code (NFC)

WA2100

FSC

Possession Code

Multiple Adds (Use this section to record multiple "adds" of the same item procured on the same document.)

NFC ID

Serial No.

Custodian Code

Bldg. No.

Room No.

Project No.

Remarks

Signature of Custodian (Print Name)

ALAN L. LACKER

Date

2/3/05

Telephone

(301) 713 - 0864

See reverse for Change, Transfer or Delete Actions

Form CD-509 LF (2-91)

Example Transaction Details for Custodian  
Report



Transaction Details For Custodian

From Date : 10/01/2005  
Printed On: 01/10/2006

To Date: 12/31/2005  
Page: 15 of 15

Custodian Name: HARRIS HEIDI      Phone: 3014575195      Steward Org: 54016N342  
Building/Room: FB4 0313      Site: SUITLAND, MD

TRANSFER									
Trans Date: 27-DEC-05	Manufacturer: DELL INC.	ModelName No: OPTIPLEX -156438- GX400 -156438~	Asset User: EXCESS	Acq. Cost: \$2251.75	Location: BRANDYWINE, MD WAREHOUSE FLOOR				
Trans By: LARRY.LINKOFF	Description: MICROCOMPUTER, DESKTOP, TOWER, MINI-TOWER		Activity St: 54016N342 - 12/07/05	Event Typ: STWARD					
Bar Code: CD0001067915	Fsc: -156438~		Doc Number: 7042	Change 1: OWNER					
Serial #: HBQKN01	Change 3: LOCATION		Doc Type: PICKERIGN DEBRA	Change 5:					
Change 2: CUSTODIAN	Cust In:								
Cust Out: HARRIS HEIDI									
.....									
Trans Date: 27-DEC-05	Manufacturer: DELL INC.	ModelName No: OPTIPLEX -156438- GX400 -156438~	Asset User: EXCESS	Acq. Cost: \$2251.75	Location: BRANDYWINE, MD WAREHOUSE FLOOR				
Trans By: LARRY.LINKOFF	Description: MICROCOMPUTER, DESKTOP, TOWER, MINI-TOWER		Activity St: 54016N342 - 12/07/05	Event Typ: STWARD					
Bar Code: CD0001067918	Fsc: 7042		Doc Number: CD-50	Change 1: OWNER					
Serial #: DBQKN01	Change 3: LOCATION		Doc Type: MANAGER	Change 5:					
Change 2: CUSTODIAN	Cust In:								
Cust Out: HARRIS HEIDI									
.....									
Trans Date: 27-DEC-05	Manufacturer: DELL INC.	ModelName No: OPTIPLEX -GX400	Asset User: EXCESS	Acq. Cost: \$2244.00	Location: BRANDYWINE, MD WAREHOUSE FLOOR				
Trans By: LARRY.LINKOFF	Description: MICROCOMPUTER, DESKTOP, TOWER, MINI-TOWER		Activity St: 54016N342 - 12/07/05	Event Typ: STWARD					
Bar Code: CD0001341446	Fsc: 7042		Doc Number: CD-50	Change 1: OWNER					
Serial #: GNYIT01	Change 3: LOCATION		Doc Type: MANAGER	Change 5:					
Change 2: CUSTODIAN	Cust In:								
Cust Out: HARRIS HEIDI									
.....									
Trans Date: 27-DEC-05	Manufacturer: DELL INC.	ModelName No: OPTIPLEX -GX400	Asset User: EXCESS	Acq. Cost: \$2244.00	Location: BRANDYWINE, MD WAREHOUSE FLOOR				
Trans By: LARRY.LINKOFF	Description: MICROCOMPUTER, DESKTOP, TOWER, MINI-TOWER		Activity St: 54016N342 - 12/07/05	Event Typ: STWARD					
Bar Code: CD0001341448	Fsc: 7042		Doc Number: CD-50	Change 1: OWNER					
Serial #: SWYIT01	Change 3: LOCATION		Doc Type: MANAGER	Change 5:					
Change 2: CUSTODIAN	Cust In:								
Cust Out: HARRIS HEIDI									
.....									
Trans Date: 27-DEC-05	Manufacturer: ABM	ModelName No: 486DX 33MHZ -316259- 486DX 33MHZ -316259~	Asset User: EXCESS	Acq. Cost: \$1459.00	Location: BRANDYWINE, MD WAREHOUSE FLOOR				
Trans By: LARRY.LINKOFF	Description: MICROCOMPUTER, DESKTOP, TOWER, MINI-TOWER		Activity St: 54016N342 - 12/07/05	Event Typ: STWARD					
Bar Code: CD0000480255	Fsc: -316259~		Doc Number: CD-50	Change 1: OWNER					
Serial #: 9214289	Change 3: LOCATION		Doc Type: MANAGER	Change 5:					
Change 2: CUSTODIAN	Cust In:								
Cust Out: HARRIS HEIDI									
.....									
						Total Additions:	45		
						Total Retire:	0		
						Total Changes:	32		
						Total Transfers:	41		
						Total Transasactions:	118		

Inventories (Headquarters)

i

Steps in the process

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i

i

## **Conducting Personal Property Inventories Process at Headquarters**

The following chart shows the steps taken when conducting the annual wall-to-wall physical inventory of personal property at headquarters. (The process in the Regions may differ slightly.)

Yellow elements on the chart indicate that a sample document follows.

Pink elements indicate that the process flow is continued on a subsequent chart.

- › The inventory schedule is established at the beginning of every fiscal year in consultation with the Line and Staff Office Property Managers and the Regional Property Managers.
- › The Inventory Lead establishes the Review Campaigns in Sunflower. This establishes the base of the property on hand at the beginning of the inventory and enables the capture of the sighting of property in the system.
- › The Personal Property Account Managers (PPAMs) prepare the cover inventory letter and guidance which will be sent to the Property Custodians.
- › The Property Custodians print out a listing of the base assets included in their Review Campaign.
- › Usually it is the Property Contact that conducts the actual physical wall-to-wall inventory. This is done either by listing those bar code numbers sighted during the inventory on a piece of paper or by scanning the bar codes with a bar code scanner.
- › The Property Contact then records their findings in Sunflower by using the web forms on the Internet.
- › A report can then be generated listing the property found and the property that was not found.
  - ◆ Found items must be identified and documentation assembled so the item can be recorded in Sunflower using the web to create the asset record.
  - ◆ Missing items must be researched and located. If they can not be located, the circumstances of their disappearance must be documented using the request for a final event on the web (CD-52 web form).
- › The Property Custodian processes the inventory resolution by using the HTML Transaction Pages accessed from the NOAA Personal Property web site.
- › Once there is no missing property, all supporting documentation and certifications of completion are submitted to the servicing Property office.

- › If, after thorough research, the missing property can not be located, the Property Custodian must submit a request to remove the record from their inventory. This is a request for a final event submitted via the web. (CD-52 web form).
- › After receiving the results of the inventory, the Property office reviews the documentation, enters any manual corrections needed into Sunflower, and completes the inventory file.
- › At any time an inventory Review Resolution Summary Report can be run from Sunflower to determine the status of an inventory.

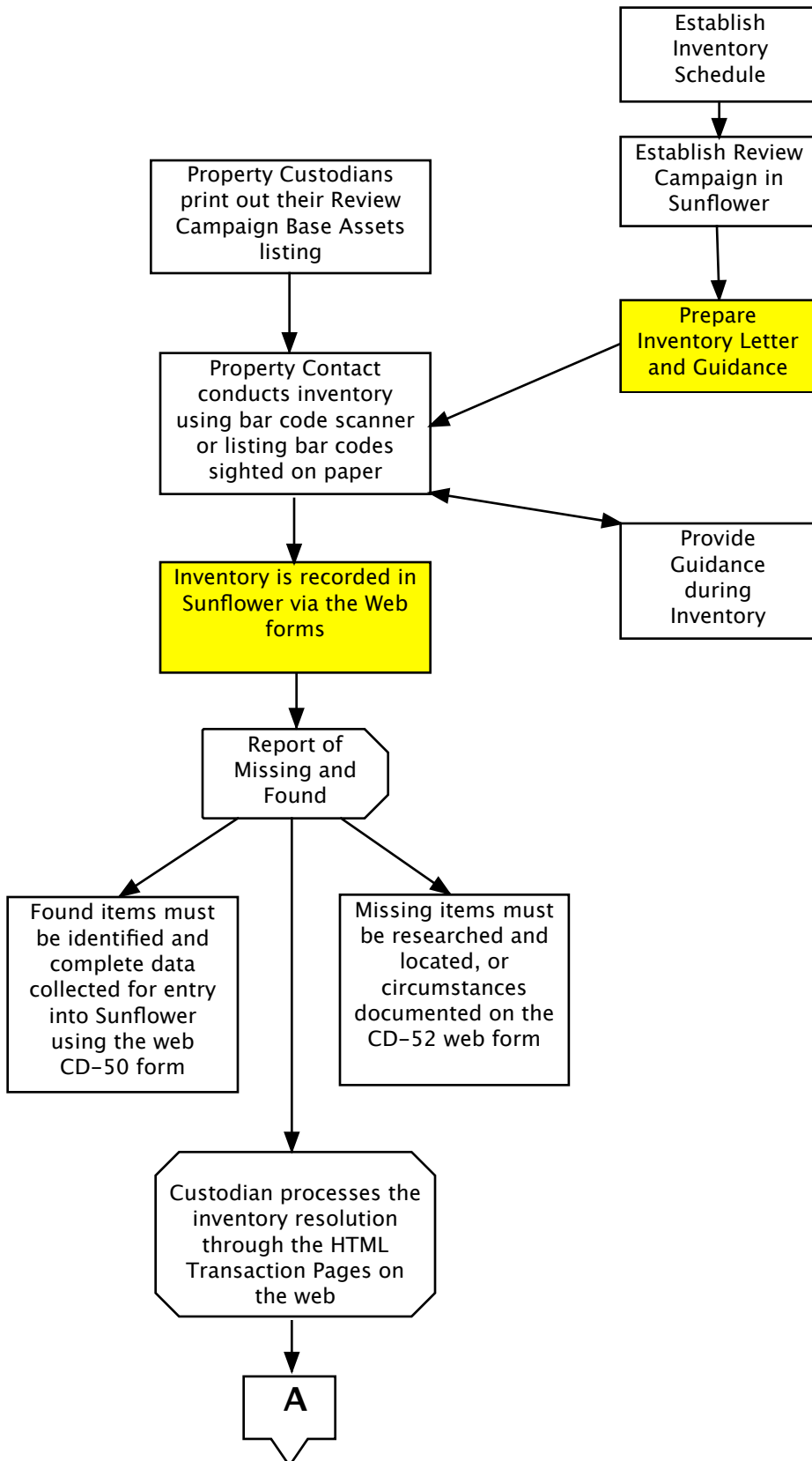
## Flow Chart

# Inventories

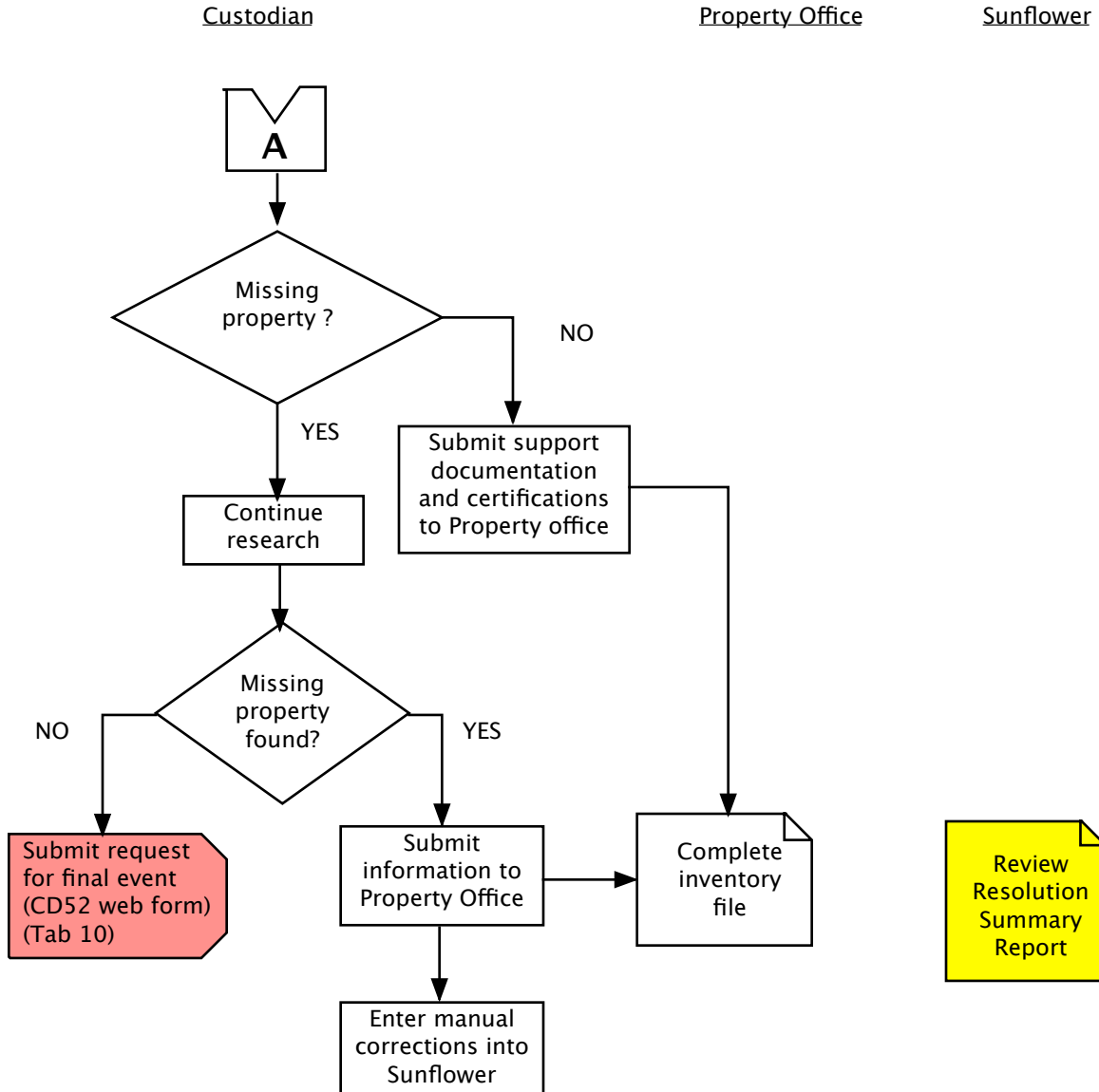
Custodian

Property Office

Sunflower



## Inventories (continued)





# Sample Inventory Letter



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER  
LOGISTICS DIVISION

October 26, 2005

MEMORANDUM FOR: Distribution

FROM: Jon Pinner  
Property Management Officer

SUBJECT: Annual Inventory and Certification of Personal Property

In compliance with the Department of Commerce Personal Property Management Manual requirements, a 100% physical inventory of accountable personal property must be conducted annually. This annual inventory for the Office of Chief Administrative Officer (OCAO) Headquarters Region is scheduled to be conducted during the first quarter for fiscal year 2006. Inventories are to be completed and returned by **December 2, 2005**. Requests for extensions must be routed through the Line Office Property Manager.

The wall-to-wall inventory will be conducted using inventory listings that are downloaded from the Sunflower Property Management System. Please use Sunflower Review Campaign "2006 OCAO ANNUAL INVENTORY." The attachment provides guidance on how to download the inventory listings and how to use the Sunflower online resolution pages to process your inventory results. The Property Custodians will initial each property record sighted on the inventory listing. Property Custodians will submit online CD-50 or CD-52 requests to adjust property records requiring adjustments. These adjustments will be annotated on the inventory listings. Completed inventory listings will be returned to the Personal Property Office on or before the due date.

NOAA Personal Property Unreconciled Procurements (UPRs)

Organizations are required to reconcile their UPR as part of the annual inventory. Current UPRs are available on the Personal Property website. <http://www.pps.noaa.gov>. Please print your UPR prior to beginning your physical count. You are required to submit this list and your UPR Certification to Personal Property Branch as part of your completed inventory package.

Property Custodians will process an online CD-50 request for property that was acquired, transferred, or found during the physical inventory. CD-50s request should also be used in UPR reconciliation process.

Property Custodians will process an online CD-52 request for property not accounted for during the physical inventory and UPR reconciliation process. Property Custodians will screen print the CD-50/52 request and submit them to the Personal Property Office with the Annotated inventory listings.



Complete inventory packages contain the following documentation:

- Annotated Inventory Listings
- Copy of UPR
- Signed UPR certification
- Copies of Online CD-50 request
- Copies of Online CD-52 request
- Signed Inventory Certification

Please hand deliver or mail complete inventory packages to:

Larry Oates

OFA HQTR Route: OFA5711

BLDG: SSMC4 RM: 8163

1305 EAST WEST HWY

SILVER SPRING MD 20910-3281

If you have any questions, please contact Larry Oates at (301) 713-3530, ext. 173.

Attachments:


Property Custodian Online Inventory Procedures

Inventory Certification Form

UPR Certification Form

## Example Inventory Resolution

## Resolution Information

Location  

☐

## Query Results

[Bottom](#)

Choose assets by clicking the Resolve checkbox and then click the [Save] button above

Resolve	Barcode #	Manufacturer	Model	Description
<input checked="" type="checkbox"/>	<a href="#">CD0000798237</a>	LUCENT TECHNOLOGIES	PEC-7055-006	TELEPHONE ANSWERING EQUIPMENT
<input checked="" type="checkbox"/>	<a href="#">CD0000798345</a>	LUCENT TECHNOLOGIES	PEC-7055-006A ~197770~	MICROCOMPUTER, DESKTOP, TOWER, MINI-TOWER ~197770~
<input checked="" type="checkbox"/>	<a href="#">CD0000913349</a>	SYSTEMS INTEGRATION AND DEVELOPMENT, INC.	TELOPS	TELEPHONE SYSTEM

3 asset(s) are displayed.

[Top](#)

**v**

## Example Review Resolution Summary Report

**v**

**v**

**v**

**v**

ONLINE PHYSICAL

Flags	Count	% by Count	Value	% by Value
Sensitive	35	35.00	\$ 62,766.66	32.96
Funded	0	.00	\$ 0.00	.00
Bulk Purchase	0	.00	\$ 0.00	.00
Estimate	0	.00	\$ 0.00	.00
Workflow	0	.00	\$ 0.00	.00
Unsupported	0	.00	\$ 0.00	.00
OTHER	14	43.75	\$ 389,781.89	17.37
<b>Subtotal</b>	<b>49</b>		<b>\$ 452,548.55</b>	
<b>% of Totals</b>	<b>37.12</b>		<b>18.59</b>	

ONLINE DECLARATIVE

Flags	Count	% by Count	Value	% by Value
Sensitive	16	16.00	\$ 33,866.91	17.79
Funded	0	.00	\$ 0.00	.00
Bulk Purchase	0	.00	\$ 0.00	.00
Estimate	0	.00	\$ 0.00	.00
Workflow	0	.00	\$ 0.00	.00
Unsupported	0	.00	\$ 0.00	.00
OTHER	3	9.38	\$ 1,638,283.46	72.99
<b>Subtotal</b>	<b>19</b>		<b>\$ 1,672,150.37</b>	
<b>% of Totals</b>	<b>14.39</b>		<b>68.67</b>	

OPEN

Flags	Count	% by Count	Value	% by Value
Sensitive	49	49.00	\$ 93,784.63	49.25
Funded	0	.00	\$ 0.00	.00
Bulk Purchase	0	.00	\$ 0.00	.00
Estimate	0	.00	\$ 0.00	.00
Workflow	0	.00	\$ 0.00	.00
Unsupported	0	.00	\$ 0.00	.00
OTHER	15	46.88	\$ 216,506.11	9.65
<b>Subtotal</b>	<b>64</b>		<b>\$ 310,290.74</b>	
<b>% of Totals</b>	<b>48.48</b>		<b>12.74</b>	

Totals

Flags	Count	% by Count	Value	% by Value
Sensitive	100	100.00	\$ 190,418.20	100.00
Funded	0	.00	0.00	.00
Bulk Purchase	0	.00	0.00	.00
Estimate	0	.00	0.00	.00
Workflow	0	.00	0.00	.00
Unsupported	0	.00	0.00	.00
OTHER	32	100.00	\$ 2,244,571.46	100.00
Subtotal	132		\$ 2,434,989.66	
% of Report Totals	100.00		100.00	



Report Totals

	Count	Value
Sensitive	100	190,418.20
Funded	0	0.00
Bulk Purchase	0	0.00
Estimate	0	0.00
Workflow	0	0.00
Unsupported	0	0.00
OTHER	32	2,244,571.46
Total	132	2,434,989.66



Capitalized Property

i

Steps in the process

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i

i

i

## Capitalized Personal Property

The following chart shows the steps taken when entering capitalized property in the the personal property tracking system.

- › Before a piece of property can be entered into Sunflower, a Sunflower catalog entry must be established which is unique for every model produced by a particular manufacturer.

In Sunflower, accountable property is identified separately from property that is capitalized. The former is called an “inventory asset”. The latter is called a “financial asset”. Most capitalized property is also accountable.

Leased property is identified as “agreement assets”.

- › The inventory asset is entered or cleared into Sunflower by the Personal Property Account Manager.
- › The inventory asset entry is reviewed by the Financial Manager to ensure that the record matches the documentation provided by the program office.

The documentation required to support the entry of the financial asset is listed on the Personal Property web site and includes

- copies of the procurement documentation to show the acquisition was authorized,
  - copies of invoices to support the value of the asset,
  - copies of receiving reports to support the acquisition date,
  - documentation to support the description of the property, and
  - signed documentation showing that the Property Custodian has the property and assumes responsibility for it.
- › The asset is capitalized, thus creating the financial asset in Sunflower.
  - › If the asset is leased, not purchased, then it is also necessary to create the agreement asset in Sunflower. A Lease Determination Worksheet and the payment schedule are required in order to be able to do this.
  - › The depreciation accounting is entered by the Financial Manager.
  - › Copies of the computer screens are printed out for inclusion with the rest of the documentation in an audit review folder.
  - › The audit review folder is reviewed by the consultant from Ernst and Young to ensure that the documentation is complete and that no errors have been made in entering the information into Sunflower.

## Flow Chart

## Capitalized Property

*Required from Program Office:*

All capitalized property:

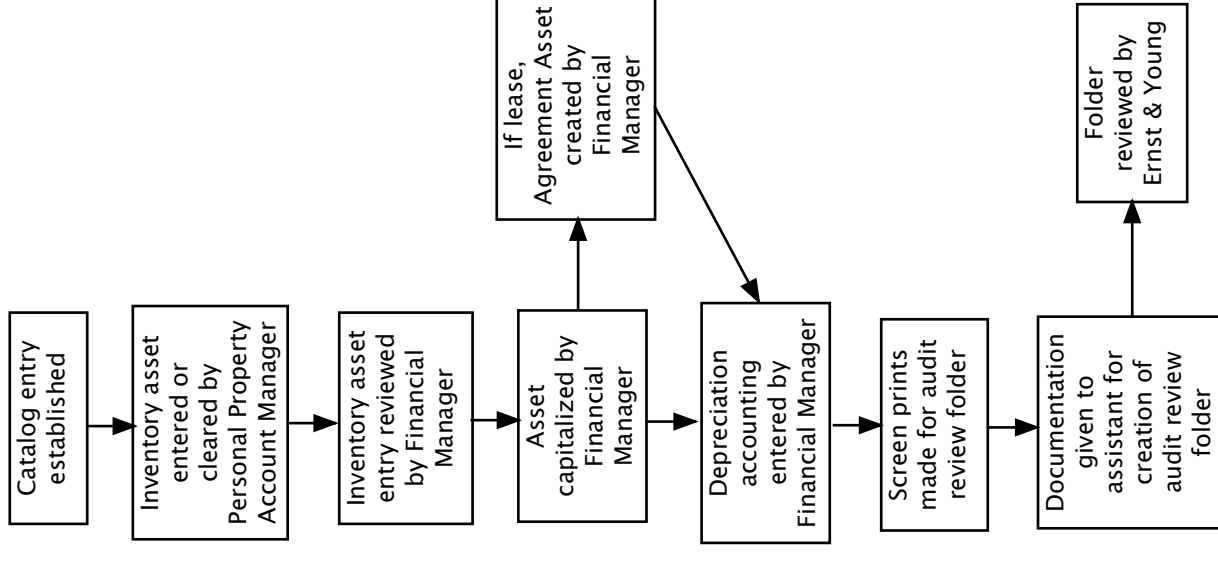
- *Copy of parts of contract relevant to acquisition of asset to describe what is being acquired including first page and discussion (if any) of useful life.*
- *Copy of invoice(s) in order to document total cost, or spreadsheet summarizing payments. Copy of final invoice if needed to document acceptance date.*
- *Copy of signed and dated acceptance report(s). (DD-250 or similar)*
- *Form detailing description of property (e.g., CD-50, CD-509, NOAA 37-39, web form)*

Constructed property (CWIP, IUS)

- NOAA 37-6

Leased property (from Procurement)

- *Lease Determination Worksheet*
- *Payment schedule*





Final Event – Paper

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Steps in the process

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i



## Final Event Using Paper

The following chart shows the steps taken when requesting that personal property be removed from the inventory using the paper CD-52 form.

Yellow elements on the chart indicate that a sample document follows.

- › Once the client has determined that there is a need to remove a piece of property from their property records because it has become lost, stolen, or damaged, or they wish to cannibalize it, they prepare a paper CD-52 form and have it signed by the Property Custodian and the Property Accountability Officer.
- › The CD-52, along with supporting documentation, is provided to the Property office.
- › The Property office assigns a tracking number to the CD-52 and enters it into the CD-52 data base.
- › The Regional Property Manager changes the status of the property in the property records from “In Service” to indicate the current status and enters the CD-52 tracking number in the comments field.
- › If the property's original acquisition cost was less than \$5,000, it is possible for the NOAA Property Management Officer (PMO) or a Regional Property Manager (RPM) to approve the CD-52 request and to simply process the final event in Sunflower.
- › If the value of a single item is more than \$5,000, or if there are multiple items valued at over \$10,000, or if the PMO or RPM is uncomfortable approving the request, the request is presented to a Board of Review.
  - ◆ If the Board of Review approves the request, the request goes to the PMO or the RPM for final approval. If approved, the RPM processes the final event in Sunflower. If not, the RPM gives the request back to the Board for further review.
  - ◆ If the Board of Review is not satisfied with the justification for the final event, they will prepare a memorandum asking the program office to provide more justification.

## Flow Chart

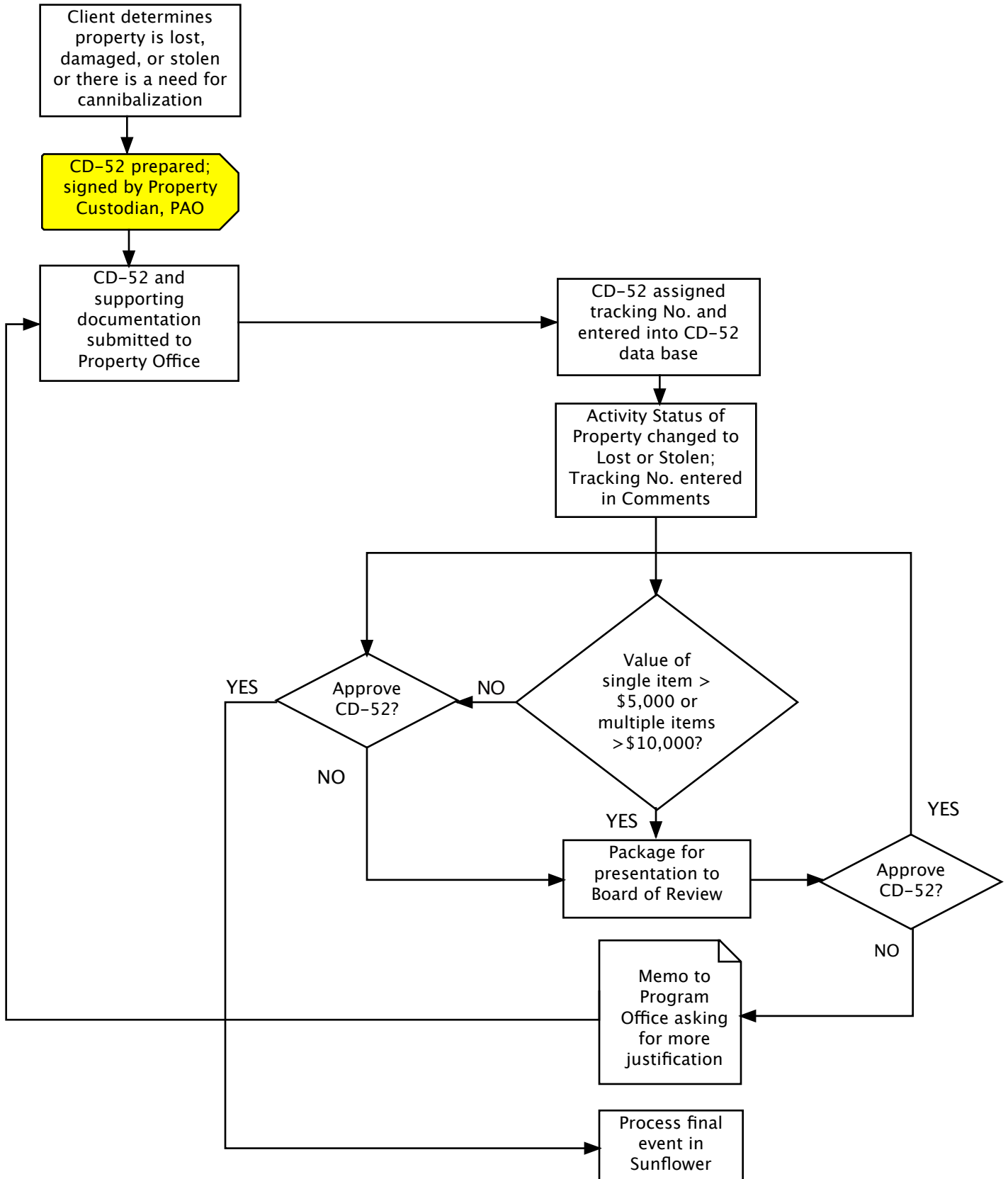
# Final Event – Paper

Program Office

NOAA PMO / RPM

Property Staff

Board of Review



# Example CD-52 – Report of Review of Property

FORM CD-52 LF  
(REV. 11-84)  
DAO 217-9

U.S. DEPARTMENT OF COMMERCE

DATE

5-17-5

NUMBER

5040

## REPORT OF REVIEW OF PROPERTY

PRIMARY ORGANIZATION UNIT

DOC/NOAA/NWS/NCEP

54226N020

## INSTRUCTIONS

OFFICE OR STATION REPORTING

Environmental Modeling Center

WX2000

Submit a separate report for each category: Lost, stolen, destroyed, damaged, sacrificed or unserviceable property.

LOCATION

Camp Springs, MD 20746

QUANTITY (Each)	DESCRIPTION IN DETAIL	UNIT ACQUISITION COST	TOTAL COST OF UNITS	ESTIMATED PRESENT VALUE
1	Palm Pilot (CD0001402771, Man. - Palm One, Model - Tungsten-T5, Serial Number - PN5BMA84V2YF)	399.99	399.99	399.99
TOTAL		399.99	399.99	399.99

## EXPLAIN CIRCUMSTANCES CAUSING REPORTED STATUS OF PROPERTY

## STATUS - STOLEN

On April 29, 2005, at 6:00 p.m, Hua-Lu Pan was walking through the parking garage at the Wheaton Metro Station. He was approached by 3 suspects who punched him in the face several times. The suspects stole everything that he had on him, including the Govt. Issued Palm Pilot that is listed above. Attached is a copy of the police report from the Metro Transit Police Department.

CERTIFICATION - I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE OF PROPERTY CUSTODIAN

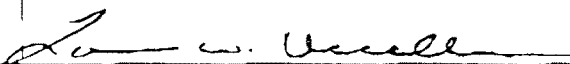
TITLE

## RECOMMENDATION

ALL THE AVAILABLE EVIDENCE AND TESTIMONY HAVE BEEN EXAMINED AND IT IS BELIEVED THAT  
This Palm Pilot was stolen from the employee.

## IT IS RECOMMENDED THAT

We now have policy and procedures in place which all government employees and contractors will receive, explaining the use and responsibility of government owned equipment. From now on, everyone with in the branch will now have to sign a personal property hand receipt for any equipment lent to them for their use.

DATE	SIGNATURE OF ACCOUNTABLE OFFICER (OR OTHER DESIGNATED OFFICER)	TITLE
5/24/05		Louis W. Uccellini Director, NCEP

## FINDINGS AND RECOMMENDATION OF BOARD OF REVIEW

DATE	SIGNATURE	TITLE
DATE	SIGNATURE	TITLE
DATE	SIGNATURE	TITLE

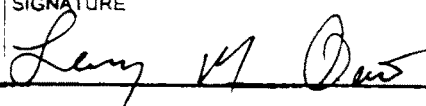
I CONCUR IN THE ABOVE FINDINGS AND AUTHORIZE THAT ACTION BE TAKEN IN ACCORDANCE THEREWITH.

5.26.5		ACTING PM NOAA
DATE	SIGNATURE OF RESPONSIBLE ADMINISTRATIVE OFFICER	TITLE

## DISPOSITION OF PROPERTY

ARTICLE(S) LISTED ON REVERSE SIDE

ENTERED IN SUNFLOWER  
DATE 5/26/2005  
LMO

5-26-05		IN MGR
DATE	SIGNATURE	TITLE

Final Event – Web

i

Steps in the process

i

i

i

i



## Final Event Using the Web

The following chart shows the steps taken when requesting that personal property be removed from the inventory using the Request for Final Event web form.

Yellow elements on the chart indicate that a sample document follows.

- › Once the client has determined that there is a need to remove a piece of property from their property records because it has become lost, stolen, or damaged, or they wish to cannibalize it, they prepare the request for final event on the Personal Property web site and submit supporting documentation to the Property office.
- › If the property's original acquisition cost was less than \$5,000, it is possible for the NOAA Property Management Officer (PMO) or a Regional Property Manager (RPM) to approve the request and to simply process the final event in Sunflower.
- › If the value of a single item is more than \$5,000, or if there are multiple items valued at over \$10,000, or if the PMO or RPM is uncomfortable approving the request, the request is presented to a Board of Review. The Board is established using the web, with email notification going out to all of the members that there is a request they are being asked to review.
  - ◆ If the Board of Review approves the request, the request goes to the PMO or the RPM for final approval. If approved, the RPM processes the final event in Sunflower. If not, the RPM gives the request back to the program office for more justification.
  - ◆ If the Board of Review is not satisfied with the justification for the final event, they will prepare a memorandum asking the program office to provide more justification.

## Flow Chart

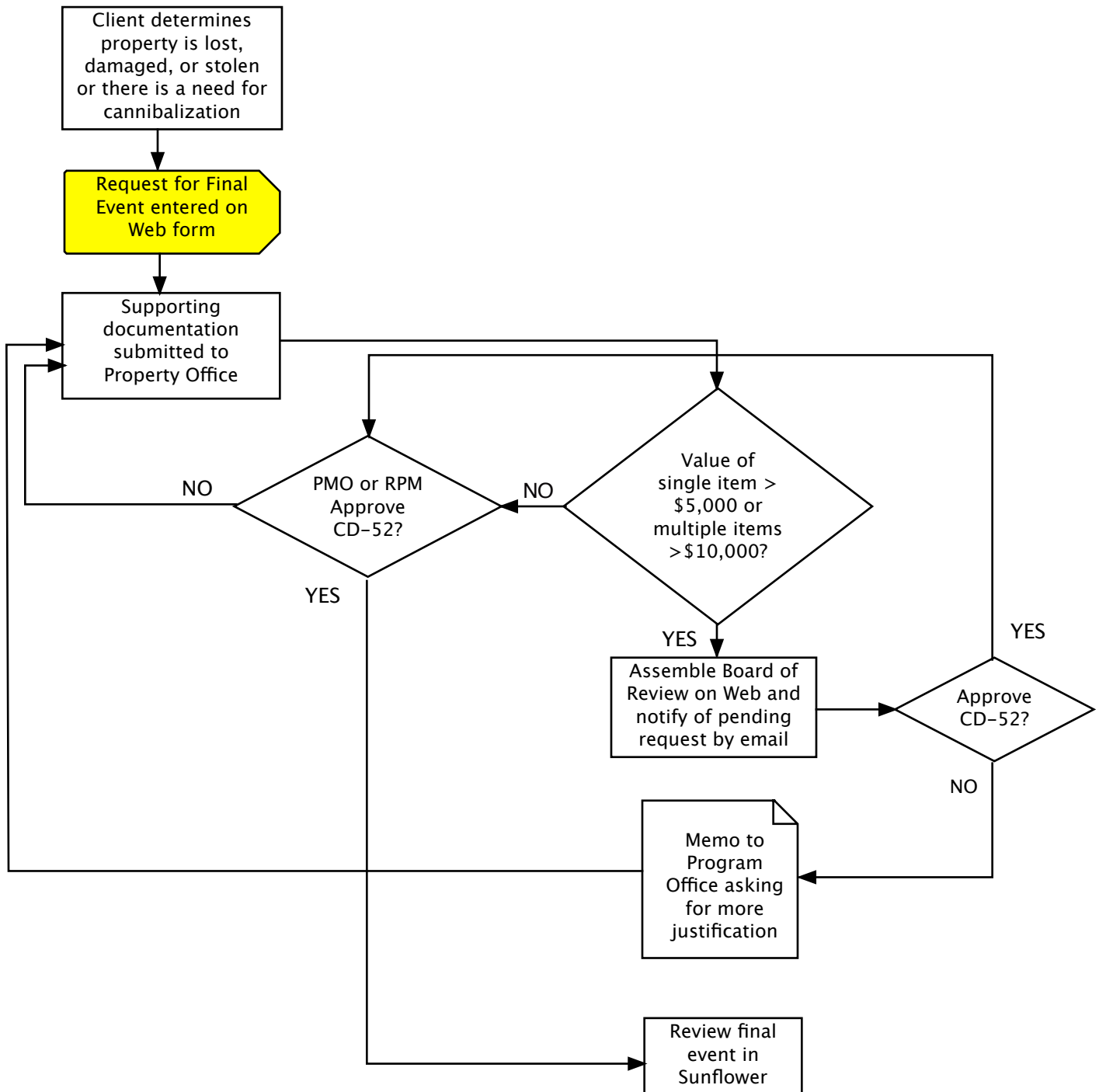
# Final Event – Web

Program Office

NOAA PMO / RPM

Property Staff

Board of Review



Example CD-52 – Final Event Request web  
form

## Final Event Request

Date	02/17/2006 (MM/DD/YYYY)
Event Type	DELETE - LOST OR STOLEN
Comment	

[Notes](#)

## Actions

[Save](#)[Enter Query](#)[Manually List Assets](#)[New Event](#)

## Manually List Assets

### [Bottom](#)

Enter the asset identifiers and then click the [Save] button above

Interest Type	Barcode #
INVENTORY ASSET	
INVENTORY ASSET	
INVENTORY ASSET	
INVENTORY ASSET	
INVENTORY ASSET	

## Computers for Learning

i

Steps in the process

i

i

i

i

## **Donating Computer Equipment Using the Computers for Learning Program**

The following chart shows the steps taken when requesting that computers be donated to an educational institution using the Computers for Learning (CFL) Program.

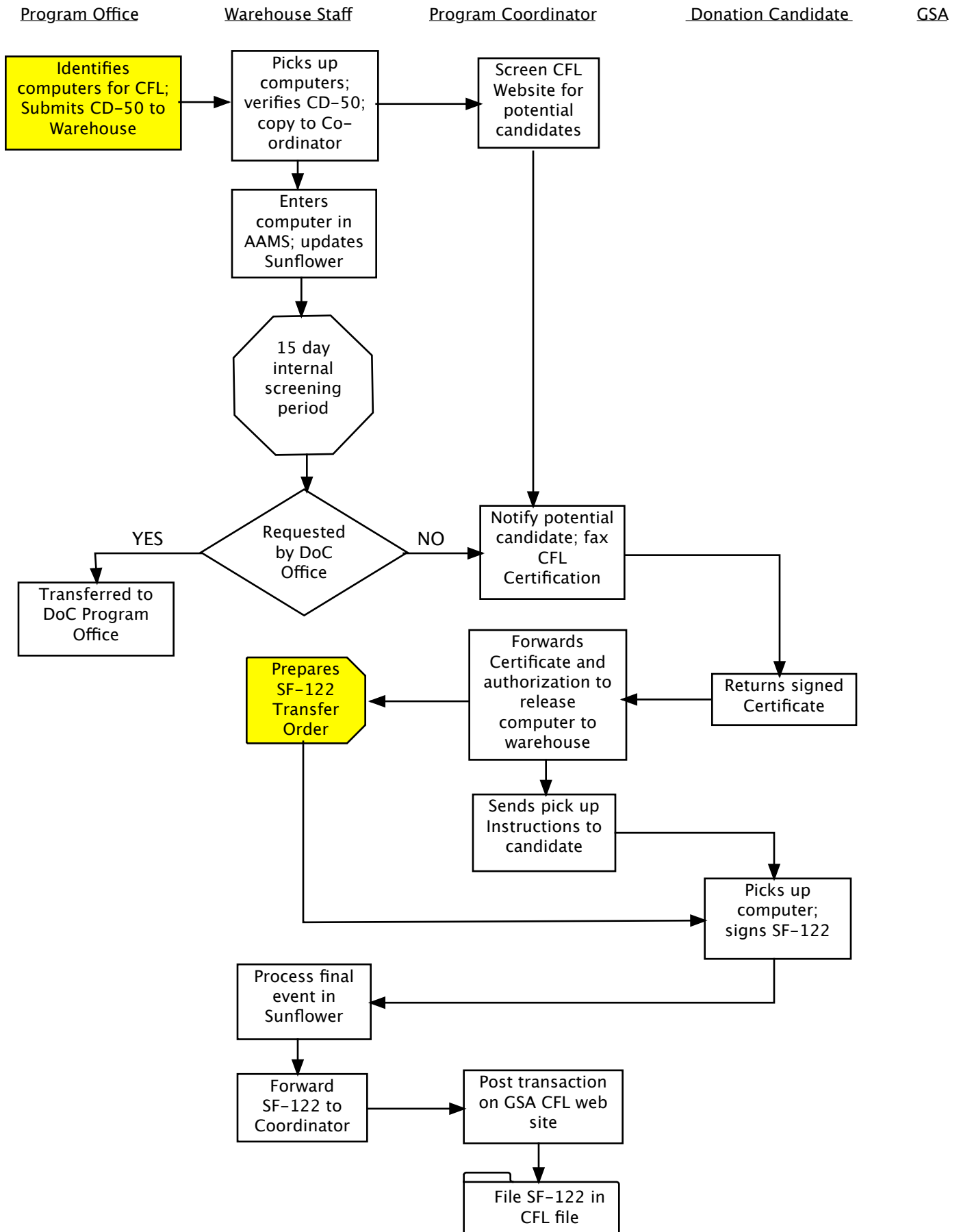
Yellow elements on the chart indicate that a sample document follows.

- › The program office first identifies computer equipment that they no longer need and that they believe would benefit the schools participating in the CFL program.
- › If the program office is located at headquarters, they prepare a paper CD-50 form and submit it to the NOAA Warehouse.
- › The NOAA Warehouse picks up the computers and verifies them against the CD-50 form.
- › The NOAA Warehouse provides a copy of the CD-50 form to the CFL Program Coordinator.
- › The NOAA Warehouse enters the equipment into AAMS, the GSA application that permits screening of property by offices in the Department of Commerce who may have a need for the equipment.
- › The NOAA Warehouse updates the records in Sunflower.
- › The CFL program coordinator screens the CFL Website for potential candidates who might have a need for the equipment.
- › If, within the 15-day screening period, someone in the Department of Commerce indicates that they have a need for the equipment, the equipment is transferred to that office and removed from consideration from within the CFL program.
- › If no one in the Department indicates that they have a need for the equipment, the CFL Program Coordinator notifies the potential candidate that the equipment is available and faxes the CFL Certification to them.
- › The donation candidate returns the signed Certificate to the CFL Program Coordinator.
- › The CFL Program Coordinator forwards the certificate along with authorization for the Warehouse to release the equipment.
- › The Warehouse prepares a SF-122 Transfer Order form and sends pick-up instructions to the donation candidate.
- › The donation candidate picks up the equipment and signs the SF-122.
- › The Warehouse then processes the final event in Sunflower.
- › The Warehouse forwards the signed SF-122 to the CFL Program Coordinator.
- › The CFL Program Coordinator posts the transaction on the GSA CFL web site so the Department can get credit for the donation in the annual report.
- › The CFL Program Coordinator files the SF-122 in the CFL file.



## Flow Chart

# Computers for Learning



# Example CD-50 – Personal Property Control

FORM CD-50  
(REV 4-80) LP

U.S. DEPARTMENT OF COMMERCE

DATE

NUMBER

## PERSONAL PROPERTY CONTROL

PURPOSE (Check appropriate box) ☐ CHANGE☐ ACQUISITION ☐ TRANSFER ☐ LOAN ☐ EXCESS

## FROM:

Bureau 54 NOAA, NOS

Organization Code NA2400

Location SSMC4

Custodian Name Hugh Johnson

Custodian # 54101N024 - Contact Iris Kels

Address 1308 East-West Highway  
Silver Spring, MD 20910

Phone # 301-713-1156

Room # 9493

Accounting Class

## TO:

Bureau NOAA Warehouse

Organization Code AJ54TW

Location Brandywine, Maryland

Custodian Name Debra Pickens

Custodian # 5410NDTW

Address 7900 Cederville Road, Brandywine, MD 20613

Phone # 301-372-2925

Room #

Document #

Receipt Date

Accounting Class

Object Class

Possession Code

Utilization Code

- CONDITION CODE: 1=Excellent, 4=Usable, 7=Repairable, 3=Salvage, 9=Scrap

BAR CODE NO.	MANUFACTURER	DESCRIPTION	MODEL NO.	SERIAL NO.	ORIGINAL ACQUISITION AMOUNT	
CD0001066689	Hewlett-Packard	Printer	C7044A	CNB8019670	\$ 300.00	7
CD0001055630	Dell	Laptop Computer	Latitude LS	91C21048YKH	\$2,000.00	7
CD0001060537	Dell	OptiPlex Gx1P Computer	MMP	FERT5	\$2,000.00	7
CD0000528241	Dell	OptiPlex Gx1 Computer	MMP	037T9	\$2,000.00	7
CD0000489185	Dell	OptiPlex GxA Computer	MMP	DD1ZY	\$2,000.00	7
CD0001042634	Dell	OptiPlex Gx1 Computer	MMP	GKYZD	\$2,000.00	7
No Bar Code	NewerTech	Docking Station	BookEndz	—	\$ 75.00	7
No Bar Code	Imaging	Zip Drive	Z100S2	LDEG44A1W7	\$ 75.00	7
No Bar Code		Monitor Rack - quantity: 2			\$ 10.00	7
		Keyboards - quantity: 8			\$ 800.00	7
		Mice - quantity: 2			\$ 50.00	7

## APPROVAL/RECEIPT OF RELEASING OFFICIAL

SIGNATURE

TITLE

DATE

Hugh Johnson-Chief Information Officer

## APPROVAL/RECEIPT OF RECEIVING OFFICIAL

SIGNATURE

TITLE

DATE

Copy Distribution: Releasing Office, Receiving Office, Personal Property Division, File

Example SF-122 – Transfer Order, Excess  
Personal Property

Standard Form 122 JUNE 1974 GENERAL SERVICES ADMINISTRATION PMR (41 CFR) 101-32.306 PMR (41 CFR) 101-43-315	<b>TRANSFER ORDER</b> <b>EXCESS PERSONAL PROPERTY</b>	1. ORDER NO. WHSE-05-0006
		2. DATE 12/16/2004

3. TO: General Services Administration* GSA/FSS (3FBPU-W) 470 L'ENFANT PLAZA EAST S.W. STE 8100 WASHINGTON, D.C. 20407		4. ORDERING AGENCY (Full name and address)* GWYN PARK HIGH SCHOOL 13800 BRANDYWINE ROAD BRANDYWINE, MD 20613	
5. HOLDING AGENCY (Name and address)* DEPARTMENT OF COMMERCE/NOAA WAREHOUSE 7900 B CEDARVILLE ROAD BRANDYWINE, MD 20613		6. SHIP TO (Consignee and destination)* SAME AS BLOCK #4	
7. LOCATION OF PROPERTY SAME AS BLOCK #5		8. SHIPPING INSTRUCTIONS WILL PICKUP P.O.C. <del>WAYNE KNOX</del> <i>Richard Lockman</i> (301) 372-0140	
9. ORDERING AGENCY APPROVAL a. SIGNATURE b. DATE		10. APPROPRIATION SYMBOL AND TITLE	
c. TITLE		11. ALLOTMENT	12. GOVERNMENT B/L NO.

**13. PROPERTY ORDERED**

FSA AND HOLDING AGENCY NOS. (a)	ITEM NO. (b)	DESCRIPTION (Include noun name FSC group and Class, Condition code and, if available, National Stock Number) (c)	UNIT (d)	QUANTITY (e)	ACQUISITION COST	
					UNIT (f)	TOTAL (g)
		<b>SEE ATTACHED (4 PAGES)</b> <b>TRANSFER ORDER #WHSE-05-0006</b>	EA	104	78,142.00	78,142.00
		TRANSFERRED TO: <i>GWYN PARK HIGH School</i> RECEIVED BY: <i>Charles Shann</i> SIGNATURE: _____ PRINT NAME: <i>Charles Shann</i> DATE: <i>1-4-05</i>				

14. GSA APPROVAL	a. SIGNATURE		b. TITLE		c. DATE

FOR GSA USE ONLY	AGENCY AND LOCATION				FSC	CONDITION	SOURCE CODE
	AGENCY	STATE					

\*Include ZIP Code

## Financial Reporting Schedule

## Financial Reporting Schedule

Begin date	Due date	
Oct-01	first workday after Oct. 1	Run Depreciation in Sunflower for the end of September
	4 workdays after above date	Generate GL reports for the end of September and send to Finance
		5th quarter reports from previous fiscal year.
		Reconcile 5th quarter reports to 4th quarter ending balance.
		Roll-forward for 4th and 5th quarters
		Reconcile 4th & 5th quarter roll-forward with audited ending balance at interim (3rd quarter)
	Oct-13	Create accounting periods for fiscal year in Sunflower
	Oct-13	Change depreciation accounting project codes to new fiscal year in all capitalized assets that are not fully depreciated
Oct-13		
Oct-14	first workday after Oct. 13	Run Depreciation in Sunflower for October
	4 workdays after above date	GL reports for October and send to Finance
		Resolve any problems with project codes
		October reports
		Reconcile October reports to previous year's ending balance.
		Roll-forward for October
		Perform flux analysis of depreciation comparing current month with month in previous year
Nov-13		
Nov-14	first workday after Nov. 13	Depreciation in Sunflower for November
	4 workdays after above date	GL reports for November and send to Finance
		Resolve any problems with project codes
		November reports
		Reconcile November reports to previous month's ending balance.
		Roll-forward for November
		Perform flux analysis of depreciation comparing current month with month in previous year
Dec-13		
Dec-14	first workday after Dec. 13	Depreciation in Sunflower for December
		GL reports for December and send to Finance
		Resolve any problems with project codes



## Financial Reporting Schedule

		December reports
		Reconcile December reports to previous month's ending balance.
		Roll-forward for December
	4 workdays after above date	Perform flux analysis of depreciation comparing current month with month in previous year
		Run 1st quarter reports
		Reconcile 1st quarter reports to previous FY ending balance.
		Roll-forward for 1st quarter
		Perform flux analysis of depreciation comparing current quarter with quarter in previous year
Jan-13		
Jan-14	first workday after Jan. 13	Depreciation in Sunflower for January
		GL reports for January and send to Finance
		Resolve any problems with project codes
		January reports
	4 workdays after above date	Reconcile January reports to previous month's ending balance.
		Roll-forward for January
		Perform flux analysis of depreciation comparing current month with month in previous year
Feb-13		
Feb-14	first workday after Feb. 13	Depreciation in Sunflower for February
		GL reports for February and send to Finance
		Resolve any problems with project codes
		February reports
	4 workdays after above date	Reconcile February reports to previous month's ending balance.
		Roll-forward for February
		Perform flux analysis of depreciation comparing current month with month in previous year
Mar-13		
Mar-14	first workday after Mar. 13	Depreciation in Sunflower for March
		GL reports for March and send to Finance
		Resolve any problems with project codes
		March reports
		Reconcile March reports to previous month's ending balance.
		Roll-forward for March

## Financial Reporting Schedule

	4 workdays after above date	Perform flux analysis of depreciation comparing current month with month in previous year
		Run 2d quarter reports
		Reconcile 2d quarter reports to 1st qtr ending balance.
		Roll-forward for 2nd quarter
		Perform flux analysis of depreciation comparing current quarter with quarter in previous year
Apr-13		
Apr-14	first workday after Apr. 13	Depreciation in Sunflower for April
		GL reports for April and send to Finance
		Resolve any problems with project codes
		April reports
	4 workdays after above date	Reconcile April reports to previous month's ending balance.
		Roll-forward for April
		Perform flux analysis of depreciation comparing current month with month in previous year
May-08	First workday in June	Annual special inventories: capitalized property, depreciation accounting, heritage assets, government furnished equipment
May-13		
May-14	first workday after May 13	Depreciation in Sunflower for May
		GL reports for May and send to Finance
		Resolve any problems with project codes
		May reports
	4 workdays after above date	Reconcile May reports to previous month's ending balance.
		Roll-forward for May
		Perform flux analysis of depreciation comparing current month with month in previous year
Jun-13		
Jun-14	first workday after Jun. 13	Depreciation in Sunflower for June
		GL reports for June and send to Finance
		Resolve any problems with project codes
		June reports
		Reconcile June reports to previous month's ending balance.
		Roll-forward for June

## Financial Reporting Schedule

	4 workdays after above date	Perform flux analysis of depreciation comparing current month with month in previous year
		Perform flux analysis of depreciation comparing current quarter with quarter in previous year
		Run 3d quarter reports
		Reconcile 3d quarter reports to 2d qtr ending balance.
		Roll-forward for first 3 quarters (Interim audit)
		Reconcile first 3 quarters roll-forward with audited ending balance for previous FY
Jul-13		
Jul-14	first workday after Jul. 13	Depreciation in Sunflower for July
	4 workdays after above date	GL reports for July and send to Finance
		Resolve any problems with project codes
		July reports
		Reconcile July reports to previous month's ending balance.
		Roll-forward for July
		Perform flux analysis of depreciation comparing current month with month in previous year
Aug-13		
Aug-14	first workday after Aug. 13	Depreciation in Sunflower for August
	4 workdays after above date	GL reports for August and send to Finance
		Resolve any problems with project codes
		August reports
		Reconcile August reports to previous month's ending balance.
		Roll-forward for August
		Perform flux analysis of depreciation comparing current month with month in previous year
Sep-13		
Sep-14	first workday after Sep. 13	Depreciation in Sunflower for September
	4 workdays after above date	GL reports for September and send to Finance
		Resolve any problems with project codes
		September reports
		Reconcile September reports to previous month's ending balance.
		Roll-forward for September
		Perform flux analysis of depreciation comparing current month with month in previous year

## Financial Reporting Schedule

		Perform flux analysis of depreciation comparing current quarter with quarter in previous year
		Run 4th quarter reports
		Reconcile 4th quarter reports to 3rd qtr ending balance.
		Roll-forward for 4th quarter
Sep-30		

## Training

## **Training** as of January 23, 2006

### **First Year Training**

SES Training - Fact Sheets and Presentation provided at SES Retreat in December 2004

#### Executive Level Training

Property Accountability Officers (PAO), members of Boards of Review

- Life Cycle Management
- Responsibilities of PAO and Property Custodians (PC)
- Importance of personal property accounting and accountability
- Running reports

1st phase - December 6, 2004 - December 21, 2004

- on-line, web-based training presentation

180 potential trainees - 112 trained

2d phase - September 1, 2005 - present

- on-line training presentation made available through DoC e-Learning site

36 people remain to be trained

As of December 1, 2005 - 16 trained, 20 remain to be trained

#### Property Custodian Training

Property Custodians and Property Contacts

Same course instruction as above **plus**

- HTML Transaction Pages
- CD50 / 52 Requests
- Conducting annual physical inventories

Pilot phase - January 10, 2005 - January 14, 2005

- classroom training

242 potential trainees - 143 trained

1st phase - January 24, 2005 - March 11, 2005

- on-line, web-based training presentation

937 potential trainees - 659 trained

2d phase - October 2005 - May 2006

- on-line, web-based training presentation

388 people remain to be trained

As of January 23, 2006 - 125 trained, 263 remain to be trained.

3d phase - June 2006 -

- on-line training presentation made available through DoC e-Learning site

## **Refresher training (yearly)**

### Executive Level Training

Property Accountability Officers

- Responsibilities of PAO and PC
- Updates on personal property accounting and accountability policies and procedures
- Running reports

### Property Custodian Training

Property Custodians and Property Contacts

Same course instruction as above **plus**

- HTML Transaction Pages
- CD50 / 52 Requests
- Conducting annual physical inventories

### Property staff

(20 people nationwide)

- Accepting CD50 / 52 requests
- Running Sunflower reports
- Managing Inventory Assets

### Excess Managers

(10 people nationwide)

- Managing Excess Assets

### Regional Property Managers

(8-9 people nationwide)

- Setting up review campaigns
- Managing Financial Assets
- Managing Agreement Assets
- System Administrator tasks in Sunflower

Transactions by Office



## **Report of Transaction Counts By Transaction Type**

The following report shows the number of transactions in Sunflower between October 1, 2005 and February 13, 2006.

The first break out is by Line / Staff Office. (The NOAA Finance and Administration office name includes all offices within Corporate Services. Those transaction listed under the name Unknown could not be identified by Line / Staff Office.)

The next break out within each Line / Staff Office is by calendar year showing how many transactions occurred between October 1, 2005 and December 31, 2005 and then the number of transactions between January 1, 2006 and February 13, 2006.

The final break out is by type of transaction: addition, change, retire, or transfer.

The totals for the time period are given for each Line Office.

# Transaction Counts By Transaction Type

From Date: 10/01/2005

To Date: 02/28/2006

Printed On: 03/03/2006

Page: 1 of 4

Line Office Name: NOAA FINANCE AND ADMINISTRATION

<u>Interval ( Year )</u>	<u>Transaction Type</u>	<u>Transactions</u>
2005	ADDITION	360
	CHANGE	2167
	RETIRE	331
	TRANSFER	978
2006	ADDITION	82
	CHANGE	556
	RETIRE	235
	TRANSFER	381
	Total Per Line Office:	5090

Line Office Name: NOAA FISHERIES

<u>Interval ( Year )</u>	<u>Transaction Type</u>	<u>Transactions</u>
2005	ADDITION	468
	CHANGE	1422
	RETIRE	749
	TRANSFER	123
2006	ADDITION	205
	CHANGE	1044
	RETIRE	338
	TRANSFER	72
	Total Per Line Office:	4421

Line Office Name: NOAA MARINE AND AVIATION OPERATIONS

<u>Interval ( Year )</u>	<u>Transaction Type</u>	<u>Transactions</u>
2005	ADDITION	76
	CHANGE	283
	RETIRE	76
	TRANSFER	105
2006	ADDITION	22
	CHANGE	273
	RETIRE	17
	TRANSFER	43
	Total Per Line Office:	895

Line Office Name: NOAA NATIONAL WEATHER SERVICE

<u>Interval ( Year )</u>	<u>Transaction Type</u>	<u>Transactions</u>
2005	ADDITION	394

# Transaction Counts By Transaction Type

From Date: 10/01/2005

To Date: 02/28/2006

Printed On: 03/03/2006

Page: 2 of 4

Line Office Name: NOAA NATIONAL WEATHER SERVICE

<u>Interval ( Year )</u>	<u>Transaction Type</u>	<u>Transactions</u>
2005	CHANGE	1511
	RETIRE	390
	TRANSFER	243
2006	ADDITION	139
	CHANGE	671
	RETIRE	207
	TRANSFER	161
	Total Per Line Office:	3716

Line Office Name: NOAA OCEAN SERVICE

<u>Interval ( Year )</u>	<u>Transaction Type</u>	<u>Transactions</u>
2005	ADDITION	214
	CHANGE	789
	RETIRE	191
	TRANSFER	92
2006	ADDITION	183
	CHANGE	884
	RETIRE	284
	TRANSFER	161
	Total Per Line Office:	2798

Line Office Name: NOAA RESEARCH

<u>Interval ( Year )</u>	<u>Transaction Type</u>	<u>Transactions</u>
2005	ADDITION	182
	CHANGE	354
	RETIRE	170
	TRANSFER	50
2006	ADDITION	108
	CHANGE	637
	RETIRE	168
	TRANSFER	83
	Total Per Line Office:	1752

Line Office Name: NOAA SATELLITES AND INFORMATION

<u>Interval ( Year )</u>	<u>Transaction Type</u>	<u>Transactions</u>
2005	ADDITION	247
	CHANGE	435

# Transaction Counts By Transaction Type

From Date: 10/01/2005

To Date: 02/28/2006

Printed On: 03/03/2006

Page: 3 of 4

Line Office Name: NOAA SATELLITES AND INFORMATION

<u>Interval ( Year )</u>	<u>Transaction Type</u>	<u>Transactions</u>
2005	RETIRE	247
	TRANSFER	146
2006	ADDITION	72
	CHANGE	649
	RETIRE	89
	TRANSFER	65
	Total Per Line Office:	1950

Line Office Name: OFFICE OF ADMINISTRATION

<u>Interval ( Year )</u>	<u>Transaction Type</u>	<u>Transactions</u>
2005	CHANGE	1047
	RETIRE	14
	TRANSFER	204
2006	ADDITION	4
	CHANGE	14
	RETIRE	6
	TRANSFER	13
	Total Per Line Office:	1302

Line Office Name: OFFICE OF THE UNDER SECRETARY

<u>Interval ( Year )</u>	<u>Transaction Type</u>	<u>Transactions</u>
2005	ADDITION	87
	CHANGE	851
	RETIRE	86
	TRANSFER	134
2006	ADDITION	125
	CHANGE	277
	RETIRE	125
	TRANSFER	134
	Total Per Line Office:	1819

Line Office Name: UNKNOWN

<u>Interval ( Year )</u>	<u>Transaction Type</u>	<u>Transactions</u>
2005	ADDITION	4569
	CHANGE	248
	RETIRE	38
	TRANSFER	115

# Transaction Counts By Transaction Type

From Date: 10/01/2005

To Date: 02/28/2006

Printed On: 03/03/2006

Page: 4 of 4

Line Office Name: UNKNOWN

<u>Interval ( Year )</u>	<u>Transaction Type</u>	<u>Transactions</u>
2006	ADDITION	2085
	CHANGE	148
	RETIRE	24
	TRANSFER	52
	Total Per Line Office:	7279
	Total Transactions:	31022

## Acronyms

## **Acronyms**

AAMS.....	Agency Asset Management System
AGO.....	Acquisition and Grants Office
CAO.....	Chief Administrative Officer
CAP.....	Contractor Acquired Property
CBS.....	Commerce Business System
CFL.....	Computers for Learning
CFO.....	Chief Financial Officer
CPCS.....	Commerce Purchase Card System
CWIP.....	Construction Work in Process
GFE.....	Government Furnished Equipment
GL.....	General Ledger
IUS.....	Internal Use Software
NAO.....	NOAA Administrative Order
PAO.....	Property Accountability Officer
PMO.....	Property Management Officer
PPAM.....	Personal Property Account Manager
RPM.....	Regional Property Manager
UPR.....	Unreconciled Payments Report
WITS.....	Workflow Information Tracking System